



# GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, April 12, 2023

5:00 PM

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, April 12, 2023 at 5:00 PM.

CALL TO ORDER:

CALL OF ROLL:

APPROVAL OF AGENDA:

PUBLIC COMMENT (if anyone wishes to address the Board):

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 03-08-2023.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review Financial Reports and consider a motion to approve payment of Bill List as presented.

CONSENT AGENDA (Roll Call Vote Required):

3. Consider adoption of Resolution 2023-5 accepting donations.

REGULAR AGENDA:

4. Explore Library Journal article discussing challenges to intellectual freedom; review Collection Development Guidelines and seminal documents of librarianship.
5. Authorize purchase of ViewScan 4 Microfilm Scanner from RMC Imaging, Inc.
6. Library Facade Repair Project Update

UPDATES:

Friends

Foundation

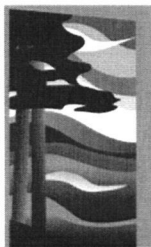
STAFF REPORTS:

[7.](#) Review Library Reports and Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR MAY 10, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## **GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES**

**Wednesday, March 08, 2023**

**5:00 PM**

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, March 8, 2023 at 5:00 PM.

### **CALL TO ORDER:**

Meeting called to order at 5:00 PM by Chair Martin

### **CALL OF ROLL:**

All Board members present.

Staff present: Will Richter

### **APPROVAL OF AGENDA:**

Motion to approve agenda with the subtraction of item #3.

Mover: Blocker

Seconder: Richards

Result: Passed unanimously

### **PUBLIC COMMENT (if anyone wishes to address the Board):**

None

### **APPROVAL OF MINUTES:**

1. Consider approval of Library Board Meeting Minutes from 02-08-2023.

Motion to approve Library Board Meeting Minutes from 02-08-2023.

Mover: Richards

Seconder: Teigland

Result: Passed unanimously

COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review Library Financials and consider a motion to approve payment of Bill List as presented.

Motion to approve Library Financials and payment of Bill List as presented minus Lake Superior Zoological Society.

Mover: Richards

Secunder: Blocker

Result: Passed 9-0 on a roll-call vote

CONSENT AGENDA (Roll Call Vote Required):

3. Consider authorizing payment in advance to Lake Superior Zoological Society for Zoomobile appearance at Summer Celebration event 08-16-2023.

PULLED

4. Consider accepting donations as listed on Donation Resolution 2023-4.

Motion to approve consent agenda as amended.

Mover: Kee

Secunder: Teigland

Result: Passed 9-0 on a roll-call vote

REGULAR AGENDA:

5. Arrowhead Library System Invoice for 2023 Automation Costs  
Informational
6. Grand Rapids Area Library Foundation President Report 2022  
Informational
7. Consider a motion to approve 2022 Minnesota Public Library Annual Report.  
Motion to approve 2022 Minnesota Public Library Annual Report  
Mover: Kee  
Secunder: Richards  
Result: Passed unanimously

UPDATES:

Friends:



By Teigland

Next meeting 03-13-2023

Foundation:

By Barr

Next meeting 04-20-2023

STAFF REPORTS:

8. Library Reports and Statistics

Library Director reviewed reports and statistics.

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:33 PM

NEXT REGULAR MEETING IS SCHEDULED FOR April 12, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 03/01/2023  
 TIME: 13:01:35  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/08/2023

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	88.44
0118660	ARROWHEAD LIBRARY SYSTEM	31.50
0201428	BAKER & TAYLOR LLC	3,243.67
0218550	BRODART COMPANY	149.21
0305485	CENGAGE LEARNING INC	330.33
0701650	GARTNER REFRIGERATION CO	203.28
0718010	CITY OF GRAND RAPIDS	1,700.00
0914325	INGRAM ENTERTAINMENT INC.	112.39
0914540	INNOVATIVE OFFICE SOLUTIONS LL	628.16
0914800	INVEST EARLY PROJECT	400.00
1801610	RAPIDS PLUMBING & HEATING INC	1,668.00
1901535	SANDSTROM'S INC	190.14
2114356	UNIQUE MANAGEMENT SERVICES	221.35
T000199	LAKE SUPERIOR ZOOLOGICAL SOC	295.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$9,261.47

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	55.39
0201675	ANDREAS BARNETT	40.00
0205640	LEAGUE OF MN CITIES INS TRUST	28,530.47
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,540.05
1301146	MARCO TECHNOLOGIES, LLC	120.43
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	432.02
1309335	MINNESOTA REVENUE	33.38
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	321.89
1612200	GAVIN WILLIAM PLATT	40.00
1621130	P.U.C.	2,585.20
1901795	AMY M SAVELA	125.00
2209665	VISA	1,751.00
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$86,411.49

TOTAL ALL DEPARTMENTS \$95,672.96

RESOLUTION NO. 2023-4  
A RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

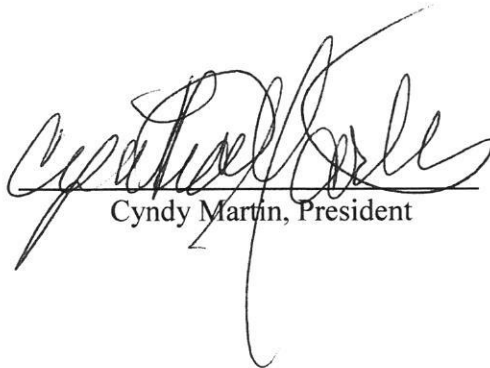
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

**Grand Rapids Area Library Friends**  
**\$1,256.00 for book bags**

**Grand Rapids Area Library Foundation**  
**\$1,353.48**

**(\$400.00 Story time, \$149.21 Discovery Kit supplies, \$509.27 non-fiction collection development, \$295.00 Zoomobile)**

Adopted this 8th day of March 2023



Cyndy Martin, President



Deb Kee, Secretary

DATE: 04/05/2023  
 TIME: 14:29:37  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/12/2023

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	132.66
0118660	ARROWHEAD LIBRARY SYSTEM	64.50
0201428	BAKER & TAYLOR LLC	3,571.61
0212124	BLACKSTONE PUBLISHING	514.99
0305485	CENGAGE LEARNING INC	48.80
0315455	COLE HARDWARE INC	11.94
0405500	DEMCO INC	2,474.43
0514145	ENCOMPASS	6,127.50
0718010	CITY OF GRAND RAPIDS	1,700.00
0914540	INNOVATIVE OFFICE SOLUTIONS LL	960.83
0914800	INVEST EARLY PROJECT	400.00
1015325	JOHNSON CONTROLS FIRE	1,073.00
1401650	NARDINI FIRE EQUIPMENT CO INC	299.00
1612225	PLAYAWAY PRODUCTS LLC	331.45
1901535	SANDSTROM'S INC	124.72
2018680	TRU NORTH ELECTRIC LLC	519.79
2023352	PIIONEER PRESS	230.76
2114356	UNIQUE MANAGEMENT SERVICES	128.15
2209421	VIKING ELECTRIC SUPPLY INC	65.28

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$18,779.41

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.40
0113105	AMAZON CAPITAL SERVICES	497.92
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,570.60
1301146	MARCO TECHNOLOGIES, LLC	120.43
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	260.73
1309335	MINNESOTA REVENUE	34.89
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	321.89
1612200	GAVIN WILLIAM PLATT	40.00
1621130	P.U.C.	2,396.95
1809158	WILLIAM RICHTER	254.28
1901795	AMY M SAVELA	125.00
2209665	VISA	1,064.66
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$57,578.41

TOTAL ALL DEPARTMENTS \$76,357.82

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 12, 2023

Item 2.

DATE: 04/05/23  
 TIME: 14:24:02  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/12/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
0100053	AT&T MOBILITY							
L	03/13/23	01	LIB MAR CELL SERVICE	999-99-00-00-1000			04/12/23	54.40
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.40
							VENDOR TOTAL:	54.40
0113105	AMAZON CAPITAL SERVICES							
L	04/03/23	01	LIB-BOOKS, TOYS AND CONTAINERS	999-99-00-00-1000			04/12/23	497.92
				HOLDING ACCOUNT				
							INVOICE TOTAL:	497.92
							VENDOR TOTAL:	497.92
0118100	ARAMARK UNIFORM SERVICES							
2630117062-L	03/07/23	01	MATS NYLON RUBBER	211-00-75-30-3070	20230673		04/12/23	29.88
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20230673			14.34
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.22
2630122182-L	03/21/23	01	MATS NYLON RUBBER	211-00-75-30-3070	20230800		04/12/23	29.88
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20230800			14.34
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.22
2630127313-L	04/04/23	01	MATS NYLON RUBBER	211-00-75-30-3070	20230937		04/12/23	29.88
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20230937			14.34
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.22
							VENDOR TOTAL:	132.66
0118660	ARROWHEAD LIBRARY SYSTEM							

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118660 ARROWHEAD LIBRARY SYSTEM								
15028-L	02/28/23	01	OVERDUE NOTICES FEB	211-00-75-20-2010	20230681		04/12/23	24.50
				OFFICE SUPPLIES				
		02	LOST ILL WALKER TEXAS RNGR S3	211-00-75-20-2120	20230681			40.00
				AUDIO/VISUAL				
							INVOICE TOTAL:	64.50
							VENDOR TOTAL:	64.50
0201428 BAKER & TAYLOR LLC								
2037332809-L	02/27/23	01	24 BOOKS/#209977 L411199	211-00-75-20-2110	20230618		04/12/23	431.72
				BOOKS				
							INVOICE TOTAL:	431.72
2037360948-L	03/08/23	01	7 BOOKS/#209977 L411199	211-00-75-20-2110	20230719		04/12/23	120.71
				BOOKS				
							INVOICE TOTAL:	120.71
2037372626-L	03/07/23	01	40 BOOKS/#209977 L025981	211-00-75-20-2110	20230748		04/12/23	367.07
				BOOKS				
							INVOICE TOTAL:	367.07
2037379088-L	03/09/23	01	20 BOOKS/#209977 L025981	211-00-75-20-2110	20230728		04/12/23	288.72
				BOOKS				
							INVOICE TOTAL:	288.72
2037381437-L	03/10/23	01	41 BOOKS/#209977 L025981	211-00-75-20-2110	20230727		04/12/23	412.62
				BOOKS				
							INVOICE TOTAL:	412.62
2037384811-L	03/24/23	01	12 BOOKS/#209977 L411199	211-00-75-20-2110	20230835		04/12/23	203.98
				BOOKS				
							INVOICE TOTAL:	203.98
2037391686-L	03/15/23	01	21 BOOKS/#20977 L025981	211-00-75-20-2110	20230774		04/12/23	278.73
				BOOKS				
							INVOICE TOTAL:	278.73

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428 BAKER & TAYLOR LLC								
2037396517-L	03/17/23	01 39	BOOKS/#209977 L025981	211-00-75-20-2110	20230802		04/12/23	494.14
				BOOKS				
							INVOICE TOTAL:	494.14
2037399943-L	03/30/23	01 10	BOOKS/#209977 L411199	211-00-75-20-2110	20230912		04/12/23	157.43
				BOOKS				
							INVOICE TOTAL:	157.43
2037401769-L	03/21/23	01 4	BOOKS/#209977 L025981	211-00-75-20-2110	20230844		04/12/23	75.54
				BOOKS				
							INVOICE TOTAL:	75.54
2037406601-L	03/22/23	01 34	BOOKS/#209977 L025981	211-00-75-20-2110	20230826		04/12/23	440.10
				BOOKS				
							INVOICE TOTAL:	440.10
2037421699-L	03/29/23	01 24	BOOKS/#209977 L025981	211-00-75-20-2110	20230894		04/12/23	300.85
				BOOKS				
							INVOICE TOTAL:	300.85
							VENDOR TOTAL:	3,571.61
0212124 BLACKSTONE PUBLISHING								
2092761-L	03/14/23	01 11	CDS/#101678	211-00-75-20-2120	20230910		04/12/23	514.99
				AUDIO/VISUAL				
							INVOICE TOTAL:	514.99
							VENDOR TOTAL:	514.99
0305485 CENGAGE LEARNING INC								
80812564-L	02/28/23	01	LRG PRINT LONG SHADOWS/#154757	211-00-75-20-2110	20230711		04/12/23	24.80
				BOOKS				
							INVOICE TOTAL:	24.80
80928963-L	03/22/23	01	1 BOOK/#154757	211-00-75-20-2110	20230889		04/12/23	24.00
				BOOKS				
							INVOICE TOTAL:	11.00
							VENDOR TOTAL:	48.80

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/12/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0315455 COLE HARDWARE INC								
46634-L	03/28/23	01	SINGLE CUT KEY	211-00-75-20-2150	20230841		04/12/23	11.94
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	11.94
							VENDOR TOTAL:	11.94
0405500 DEMCO INC								
7273249-L	03/08/23	01	2 PREMIER LAMINATE TABLE CAFE	211-00-75-20-2095	20230696		04/12/23	453.83
				PRGM SUP & MATERIALS				
		02	SHIPPING/C#220165574	211-00-75-20-2095	20230696			181.53
				PRGM SUP & MATERIALS				
							INVOICE TOTAL:	635.36
7276361-L	03/14/23	01	LABELS/JACKETS/LAMINATE	211-00-75-20-2010	20230753		04/12/23	1,839.07
				OFFICE SUPPLIES				
							INVOICE TOTAL:	1,839.07
							VENDOR TOTAL:	2,474.43
0514145 ENCOMPASS								
48022-L	01/31/23	01	LIBRARY FACADE REPAIR DESIGN	211-00-75-30-3000	20230610		04/12/23	6,127.50
				PROFESSIONAL SERVICES				
							INVOICE TOTAL:	6,127.50
							VENDOR TOTAL:	6,127.50
0605191 FIDELITY SECURITY LIFE								
L	03/06/23	01	LIB VISION MAR	999-99-00-00-1000			04/12/23	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0718010 CITY OF GRAND RAPIDS								
23/247-L	03/06/23	01	MAR JANITORIAL SERVICE	211-00-75-30-3090	20230654		04/12/23	1,700.00
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,700.00
							VENDOR TOTAL:	1,700.00

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DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 12, 2023

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718015	GRAND RAPIDS CITY PAYROLL							
L	02/24/23	01	LIB 02/24/23 PAYROLL	999-99-00-00-1000			04/12/23	21,330.27
		02	LIB 03/10/23 PAYROLL	999-99-00-00-1000				21,240.33
				HOLDING ACCOUNT				
				HOLDING ACCOUNT				
							INVOICE TOTAL:	42,570.60
							VENDOR TOTAL:	42,570.60
0914540	INNOVATIVE OFFICE SOLUTIONS LL							
IN4143468-L	03/29/23	01	MARKER SHARPIE UF RT BK	211-00-75-20-2010	20230862		04/12/23	28.96
		02	TAPE PCKGE 6 RL	211-00-75-20-2010	20230862			42.90
		03	SPRAY DNFCT CRISPLINEN	211-00-75-20-2150	20230862			138.75
		04	TONER 414A BK	211-00-75-20-2060	20230862			96.52
		05	TONER 414A YL, CN, MG	211-00-75-20-2060	20230862			374.76
		06	PAPER 20# LTR 92 BRT	211-00-75-20-2020	20230862			275.94
		07	SURCHARGE/C#NB07789	211-00-75-20-2010	20230862			3.00
				OFFICE SUPPLIES				
							INVOICE TOTAL:	960.83
							VENDOR TOTAL:	960.83
0914800	INVEST EARLY PROJECT							
3445-L	02/28/23	01	FEB STORY TIME	211-00-75-30-3100	20230773		04/12/23	400.00
				OTHER CONTRACTED SERVICES				
							INVOICE TOTAL:	400.00
							VENDOR TOTAL:	400.00
1015325	JOHNSON CONTROLS FIRE							

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1015325 JOHNSON CONTROLS FIRE								
89615621-L	02/22/23	01	LABOR REBOOT KEYPAD SEC SYSTEM	211-00-75-30-4070	20230729		04/12/23	888.00
				GENERAL EQUIP MAINT/REPAIR				
		02	TRUCK CHARGE/#337-00758543	211-00-75-30-4070	20230729			185.00
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	1,073.00
							VENDOR TOTAL:	1,073.00
1301146 MARCO TECHNOLOGIES, LLC								
L	03/13/23	01	LIB MAR COPIER LEASE	999-99-00-00-1000			04/12/23	120.43
				HOLDING ACCOUNT				
							INVOICE TOTAL:	120.43
							VENDOR TOTAL:	120.43
1305725 METROPOLITAN LIFE INSURANCE CO								
L	02/27/23	01	LIB MAR SUPP/LIFE INS PREM	999-99-00-00-1000			04/12/23	76.14
				HOLDING ACCOUNT				
							INVOICE TOTAL:	76.14
							VENDOR TOTAL:	76.14
1309199 MINNESOTA ENERGY RESOURCES								
L	03/20/23	01	LIB FEB NTL GAS	999-99-00-00-1000			04/12/23	260.73
				HOLDING ACCOUNT				
							INVOICE TOTAL:	260.73
							VENDOR TOTAL:	260.73
1309335 MINNESOTA REVENUE								
L	03/20/23	01	LIB FEB SALES TAX PAYABLE	999-99-00-00-1000			04/12/23	34.89
				HOLDING ACCOUNT				
							INVOICE TOTAL:	34.89
							VENDOR TOTAL:	34.89

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1401650	NARDINI FIRE EQUIPMENT CO INC							
IV00233679-L	03/08/23	01	INSPECTION SPRINKLER SYSTEM	211-00-75-30-4000	20230677		04/12/23	272.00
				MAINTENANCE CONTRACTS				
		02	HAZMAT/DOT/SAFETY COMPL/#4427	211-00-75-30-4000	20230677			27.00
				MAINTENANCE CONTRACTS				
							INVOICE TOTAL:	299.00
							VENDOR TOTAL:	299.00
1516220	OPERATING ENGINEERS LOCAL #49							
L	03/13/23	01	LIB APR HEALTH INS PREM	999-99-00-00-1000			04/12/23	9,612.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	9,612.00
							VENDOR TOTAL:	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS							
L	03/06/23	01	LIB SERV & LINE CHARGES	999-99-00-00-1000			04/12/23	321.89
				HOLDING ACCOUNT				
							INVOICE TOTAL:	321.89
							VENDOR TOTAL:	321.89
1612200	GAVIN WILLIAM PLATT							
L	03/13/23	01	LEGO PROGRAM 3/13/23	999-99-00-00-1000			04/12/23	40.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	40.00
1612225	PLAYAWAY PRODUCTS LLC							
423351-L	03/21/23	01	5 PLAYAWAYS	211-00-75-20-2120	20230798		04/12/23	331.45
				AUDIO/VISUAL				
							INVOICE TOTAL:	331.45
							VENDOR TOTAL:	331.45

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 12, 2023

Item 2.

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/12/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1621130			P.U.C.					
L	03/13/23	01	LIB FEB UTILITIES	999-99-00-00-1000 HOLDING ACCOUNT			04/12/23	2,396.95
							INVOICE TOTAL:	2,396.95
							VENDOR TOTAL:	2,396.95
1809158			WILLIAM RICHTER					
L	03/06/23	01	LIB REIMB MLG/PRKNG LEGISL DAY	999-99-00-00-1000 HOLDING ACCOUNT			04/12/23	254.28
							INVOICE TOTAL:	254.28
							VENDOR TOTAL:	254.28
1901535			SANDSTROM'S INC					
450084-L	03/20/23	01	30X36 .65 MIL CLR HVY 20-30GAL	211-00-75-20-2150 20230796			04/12/23	32.92
		02	TOWEL ROLL WHT	211-00-75-20-2150 20230796				51.70
		03	TOIL TISS/C#320023	211-00-75-20-2150 20230796				40.10
				MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	124.72
				MAINTENANCE TOOLS/SUPPLIES			VENDOR TOTAL:	124.72
1901795			AMY M SAVELA					
L	03/13/23	01	AFTERSCHOOL PROGRAM 3/15/23	999-99-00-00-1000 HOLDING ACCOUNT			04/12/23	125.00
							INVOICE TOTAL:	125.00
							VENDOR TOTAL:	125.00
2018680			TRU NORTH ELECTRIC LLC					
1409-L	03/31/23	01	LABOR REMOVE 7.5 HP MOTOR	211-00-75-30-4070 20230897			04/12/23	240.00
				GENERAL EQUIP MAINT/REPAIR				

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 12, 2023

DATE: 04/05/23  
 TIME: 14:24:02  
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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/12/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2018680 TRU NORTH ELECTRIC LLC								
1409-L	03/31/23	02	7.5 HP MOTOR BEARING WORK	211-00-75-30-4070	20230897		04/12/23	279.79
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	519.79
							VENDOR TOTAL:	519.79
2023352 PIONEER PRESS								
12670192/APR23-L	04/05/23	01	RENEWAL 12670192 52 WEEKS	211-00-75-20-2130	20230949		04/12/23	230.76
				NEWSPAPERS				
							INVOICE TOTAL:	230.76
							VENDOR TOTAL:	230.76
2114356 UNIQUE MANAGEMENT SERVICES								
6110223-L	02/28/23	01	FEB PLACEMENTS	211-00-75-30-3300	20230674		04/12/23	128.15
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	128.15
							VENDOR TOTAL:	128.15
2209421 VIKING ELECTRIC SUPPLY INC								
S006761347.001-L	03/20/23	01	26W D/E QUAD TUBE 4100K/V27287	211-00-75-20-2100	20230797		04/12/23	16.32
				OPERATING SUPPLIES				
							INVOICE TOTAL:	16.32
S006761347.002-L	03/21/23	01	26W D/E QUAD UBE 4100K/#27287	211-00-75-20-2100	20230803		04/12/23	48.96
				OPERATING SUPPLIES				
							INVOICE TOTAL:	48.96
							VENDOR TOTAL:	65.28
2209665 VISA								
L	03/13/23	01	LIB NAMEBINI	999-99-00-00-1000			04/12/23	44.83
				HOLDING ACCOUNT				

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 12, 2023

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/12/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665 VISA								
L	03/13/23	02	LIB USPS.COM PRIORITY MAIL	999-99-00-00-1000 HOLDING ACCOUNT			04/12/23	482.50
		03	LIB AMAZON MKTP BOOKS	999-99-00-00-1000 HOLDING ACCOUNT				12.51
		04	LIB AMAZON MKTP BOOKS	999-99-00-00-1000 HOLDING ACCOUNT				292.55
		05	LIB AMAZON MKTP BOOKS	999-99-00-00-1000 HOLDING ACCOUNT				33.47
		06	LIB AMAZON MKTP TABLE	999-99-00-00-1000 HOLDING ACCOUNT				139.99
		07	LIB AMAZON.COM BOOKS	999-99-00-00-1000 HOLDING ACCOUNT				29.99
		08	LIB AMAZON MKTP BOOKS	999-99-00-00-1000 HOLDING ACCOUNT				25.17
		09	LIB USPS PO SHIPPING	999-99-00-00-1000 HOLDING ACCOUNT				3.65
							INVOICE TOTAL:	1,064.66
							VENDOR TOTAL:	1,064.66
2301700 WM CORPORATE SERVICES, INC								
L	03/06/23	01	LIB FEB SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			04/12/23	141.62
							INVOICE TOTAL:	141.62
							VENDOR TOTAL:	141.62
							TOTAL ALL INVOICES:	76,357.82

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **MARCH 31, 2023**

Item 2.

Account Number	Account Description	2023 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 759,331	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	-	0%
211-00-34-00-7970	PHOTO COPIES	2,000	422	21%
211-00-34-00-7975	INTERNET	2,000	340	17%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	40	40%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	12,845	71%
211-00-34-00-7990	FAX MACHINE USE	500	139	28%
211-00-35-00-1030	LIBRARY FINES	-	45	0%
211-00-37-00-2310	DONATIONS	1,500	1,716	114%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,453	112%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	1,353	0%
211-00-37-00-2450	MISCELLANEOUS	-	561	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	4,452	-	0%
		925,664	18,914	2%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	401,430	84,607	21%
211-00-75-10-1030	SALARY-PARTTIME	86,060	17,169	20%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	115	1%
211-00-75-10-1210	PERA	36,429	7,633	21%
211-00-75-10-1220	FICA	30,224	6,263	21%
211-00-75-10-1250	MEDICARE	7,069	1,465	21%
211-00-75-10-1310	HEALTH INSURANCE	114,444	27,936	24%
211-00-75-10-1330	LIFE INSURANCE	232	69	30%
211-00-75-10-1335	DENTAL INSURANCE	-	-	0%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,548	758	30%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	2,029	25%
211-00-75-20-2020	COPY SUPPLIES	1,500	363	24%
211-00-75-20-2030	PRINTING/BINDING	1,000	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	1,292	43%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	356	14%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	140	14%
211-00-75-20-2095	PRGM SUP & MATERIALS	718	1,042	145%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,470	74%
211-00-75-20-2110	BOOKS	39,000	14,606	37%
211-00-75-20-2120	AUDIO/VISUAL	9,000	1,337	15%
211-00-75-20-2130	NEWSPAPERS	2,000	347	17%
211-00-75-20-2140	PERIODICALS	7,500	32	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	889	30%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	6,128	1226%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	-	0%
211-00-75-30-3070	LAUNDRY	1,000	179	18%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	5,100	25%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	1,375	11%
211-00-75-30-3210	TELEPHONE	6,000	1,130	19%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	981	28%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	350	17%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	-	254	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	6,375	71%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **MARCH 31, 2023**

Item 2.

<b>Account Number</b>	<b>Account Description</b>	<b>2023 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-3810	ELECTRICITY	35,000	4,982	14%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	425	21%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	693	9%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	2,439	26%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	965	6%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	433	5%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,079	36%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	3,464	43%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	361	24%
	<b>TOTAL EXPENDITURES</b>	<b>925,664</b>	<b>206,630</b>	<b>22%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(187,716)</b>	



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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 3 PERIODS ENDING MARCH 31, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	759,331.00	0.00	0.00	759,331.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		<b>0.00</b>	<b>759,331.00</b>	<b>0.00</b>	<b>0.00</b>	<b>759,331.00</b>	<b>0</b>
<b>TOTAL TAXES</b>		<b>0.00</b>	<b>759,331.00</b>	<b>0.00</b>	<b>0.00</b>	<b>759,331.00</b>	<b>0</b>
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		<b>0.00</b>	<b>128,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>128,000.00</b>	<b>0</b>
<b>TOTAL INTERGOVERNMENTAL</b>		<b>0.00</b>	<b>128,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>128,000.00</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,281.00	0.00	0.00	5,281.00	0
211-00-34-00-7970	PHOTO COPIES	222.83	2,000.00	422.35	0.00	1,577.65	21
211-00-34-00-7975	INTERNET	149.05	2,000.00	340.08	0.00	1,659.92	17
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	100.00	40.00	0.00	60.00	40
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,290.00	18,200.00	12,845.00	0.00	5,355.00	71
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	21.52	500.00	139.42	0.00	360.58	28
<b>TOTAL</b>		<b>3,703.40</b>	<b>28,081.00</b>	<b>13,786.85</b>	<b>0.00</b>	<b>14,294.15</b>	<b>49</b>
<b>TOTAL CHARGES FOR SERVICES</b>		<b>3,703.40</b>	<b>28,081.00</b>	<b>13,786.85</b>	<b>0.00</b>	<b>14,294.15</b>	<b>49</b>

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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 3 PERIODS ENDING MARCH 31, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	0.00	0.00	44.50	0.00	(44.50)	100
TOTAL		0.00	0.00	44.50	0.00	(44.50)	100
TOTAL FINES & FORFEITS		0.00	0.00	44.50	0.00	(44.50)	100
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	250.00	1,500.00	1,716.00	0.00	(216.00)	114
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,452.61	1,300.00	1,452.61	0.00	(152.61)	112
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	1,353.48	0.00	1,353.48	0.00	(1,353.48)	100
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	76.23	0.00	560.86	0.00	(560.86)	100
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	0.00	0.00	3,000.00	0
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		3,132.32	5,800.00	5,082.95	0.00	717.05	88
TOTAL MISCELLANEOUS REVENUE		3,132.32	5,800.00	5,082.95	0.00	717.05	88
<b>OTHER SOURCES</b>							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	4,452.00	0.00	0.00	4,452.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	4,452.00	0.00	0.00	4,452.00	0

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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 3 PERIODS ENDING MARCH 31, 2023

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL OTHER SOURCES		0.00	4,452.00	0.00	0.00	4,452.00	0
TOTAL REVENUES:		6,835.72	925,664.00	18,914.30	0.00	906,749.70	2
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	30,766.17	401,430.00	84,606.98	0.00	316,823.02	21
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	6,260.72	86,060.00	17,169.08	0.00	68,890.92	20
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	0.00	8,510.00	114.75	0.00	8,395.25	1
211-00-75-10-1210	PERA	2,777.04	36,429.00	7,633.26	0.00	28,795.74	21
211-00-75-10-1220	FICA	2,276.66	30,224.00	6,262.61	0.00	23,961.39	21
211-00-75-10-1250	MEDICARE	532.45	7,069.00	1,464.67	0.00	5,604.33	21
211-00-75-10-1310	HEALTH INSURANCE	9,612.00	114,444.00	27,936.00	0.00	86,508.00	24
211-00-75-10-1330	LIFE INSURANCE	22.96	232.00	68.88	0.00	163.12	30
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	1.56	0.00	(1.56)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	252.71	2,548.00	758.13	0.00	1,789.87	30
TOTAL PERSONNEL		52,501.23	686,946.00	146,015.92	0.00	540,930.08	21
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	1,913.93	8,000.00	2,028.93	1,863.57	4,107.50	49
211-00-75-20-2020	COPY SUPPLIES	275.94	1,500.00	363.09	0.00	1,136.91	24
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	471.28	3,000.00	1,291.92	0.00	1,708.08	43
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	355.72	0.00	2,144.28	14
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	10,000.00	0.00	0.00	10,000.00	0

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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 3 PERIODS ENDING MARCH 31, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	139.99	0.00	860.01	14
211-00-75-20-2095	PRGM SUP & MATERIALS	1,042.35	718.00	1,042.35	1,042.35	(1,366.70)	290
211-00-75-20-2100	OPERATING SUPPLIES	65.28	2,000.00	1,470.49	0.00	529.51	74
211-00-75-20-2110	BOOKS	3,176.88	39,000.00	14,605.64	1,678.61	22,715.75	42
211-00-75-20-2120	AUDIO/VISUAL	924.38	9,000.00	1,336.55	117.94	7,545.51	16
211-00-75-20-2130	NEWSPAPERS	0.00	2,000.00	346.84	0.00	1,653.16	17
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	31.50	0.00	7,468.50	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	304.09	3,000.00	888.55	14.34	2,097.11	30
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>8,174.13</b>	<b>90,218.00</b>	<b>23,901.57</b>	<b>4,716.81</b>	<b>61,599.62</b>	<b>32</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	6,127.50	6,127.50	(11,755.00)	2451
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,500.00	0.00	0.00	1,500.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	59.76	1,000.00	179.28	29.88	790.84	21
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	5,100.00	1,700.00	13,600.00	33
211-00-75-30-3100	OTHER CONTRACTED SERVICES	165.00	12,000.00	1,375.00	500.00	10,125.00	16
211-00-75-30-3210	TELEPHONE	376.29	6,000.00	1,130.12	0.00	4,869.88	19
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	981.15	0.00	2,518.85	28
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3255	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	349.50	128.15	1,522.35	24
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	254.28	0.00	(254.28)	100
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	600.00	0.00	0.00	600.00	0
211-00-75-30-3610	GENERAL INSURANCE	2,125.00	9,000.00	6,375.00	0.00	2,625.00	71
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	4,982.15	0.00	30,017.85	14
211-00-75-30-3840	GARBAGE REMOVAL	141.62	2,000.00	424.86	0.00	1,575.14	21
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	692.75	260.73	7,046.52	12
211-00-75-30-4000	MAINTENANCE CONTRACTS	299.00	9,500.00	2,438.96	299.00	6,762.04	29
211-00-75-30-4010	BUILDING MAINT/REPAIRS	30.00	15,000.00	965.38	0.00	14,034.62	6

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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 3 PERIODS ENDING MARCH 31, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	433.00	0.00	8,567.00	5
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	1,078.58	0.00	1,921.42	36
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	519.79	8,000.00	3,464.07	1,073.00	3,462.93	57
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,500.00	361.29	0.00	1,138.71	24
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		5,536.89	148,500.00	36,712.87	10,118.26	101,668.87	32
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		66,212.25	925,664.00	206,630.36	14,835.07	704,198.57	24
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 3 PERIODS ENDING MARCH 31, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		66,212.25	925,664.00	206,630.36	14,835.07	704,198.57	24
TOTAL FUND REVENUES		6,835.72	925,664.00	18,914.30	0.00	906,749.70	2
TOTAL FUND EXPENSES		66,212.25	925,664.00	206,630.36	14,835.07	704,198.57	24
FUND SURPLUS (DEFICIT)		(59,376.53)	0.00	(187,716.06)			
TOTAL ALL FUND REVENUES		6,835.72	925,664.00	18,914.30	0.00	906,749.70	2
TOTAL ALL FUND EXPENSES		66,212.25	925,664.00	206,630.36	14,835.07	704,198.57	24
ALL FUND SURPLUS (DEFICIT)		(59,376.53)	0.00	(187,716.06)			

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE THREE MONTHS ENDING MARCH 31, 2023**  
*With Comparative Totals for March 31, 2022*

	2022 Actual	2023 Actual	2023 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	455,969	455,969	455,969	
Compensated Absences	46,367	46,367	46,367	
Emergency/unanticipated Expenditures	64,625	64,625	64,625	
Major Equipment Replacement	89,566	89,566	89,566	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>656,527</b>	<b>656,527</b>	<b>656,527</b>	
<b>Revenues:</b>				
Taxes	-		759,331	0%
Intergovernmental	-		128,000	0%
Charges for Services	7,580	13,787	28,081	49%
Fines & Forfeits	1	45	-	0%
GR Library Foundation	1,627	1,353	-	0%
Miscellaneous	4,818	3,729	5,800	64%
Other Sources-Operating Transfer	-		4,452	0%
Other Sources (Fund Balance Usage)	-		-	0%
<b>TOTAL REVENUES</b>	<b>14,026</b>	<b>18,914</b>	<b>925,664</b>	<b>2%</b>
<b>Expenditures:</b>				
Personnel	143,483	146,016	686,946	21%
Supplies/Materials	34,628	23,902	90,218	26%
Other Services/Charges	36,246	36,713	148,500	25%
<b>TOTAL EXPENDITURES</b>	<b>214,356</b>	<b>206,630</b>	<b>925,664</b>	<b>22%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(200,331)</b>	<b>(187,716)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-		-	0%
Capital Outlay	-		-	0%
<b>Fund Balance 3/31/XX</b>				
Cash Flow	255,638	268,253	455,969	
Compensated Absences	46,367	46,367	46,367	
Emergency/unanticipated Expenditures	64,625	64,625	64,625	
Major Equipment Replacement	89,566	89,566	89,566	
<b>TOTAL FUND BALANCE 3/31/XX</b>	<b>\$ 456,196</b>	<b>\$ 468,811</b>	<b>\$ 656,527</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$36,929 as of 2/28/23. This endowment is not available for current operations.

RESOLUTION NO. 2023-5  
A RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

**Nick and Nancy Eltgroth \$250.00**  
**General Support**

**Saint Paul & Minnesota Foundation \$1,452.61**  
**General Support**

**Grand Rapids Area Library Foundation \$2,131.43**  
**Large Print collection enhancement, Online Story Time, Discovery Kit supplies, and  
Lego Table**

Adopted this 12th day of April 2023

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Cyndy Martin, President

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Deb Kee, Secretary



# DIRECTORS UNDER ATTACK

Library directors often bear the brunt of intellectual freedom challenges from community members—even from their own boards—and some have chosen to leave

By April Witteveen

In April 2022, staff at the Crook County Library, OR, were waiting for the next bus of elementary school students to arrive for their monthly visit. These sessions were a highlight for the students, as they did not have access to an on-site school library. Ten minutes passed, then 20—the school bus never arrived. Eventually, a library worker received a text message from one of the school’s teachers: “They took us off the bus and said all library visits are canceled, effective immediately.”

*April Witteveen is the library director at Oregon State University’s Cascades Campus.*

I was the library director at the time and was confused about what had precipitated this hasty decision and baffled by a lack of direct communication about it. The next day, we read the letter that had been sent to all families of students at the school: no more public library visits while the district “evaluated other opportunities.” We came to learn that a parent had complained about a book their child had checked out while at the library.

This set off a chain of events led by an organized group of local residents. Eight months later, I found myself in a board meeting attended by nearly 200 people, where the library board ultimately voted not to censor, label, or c

ate any special collections in the children's department, particularly involving material with LGBTQIA+ characters or themes. While the board's decision reaffirmed the library field's stand on intellectual freedom, the stress of this contentious period affected me deeply, both professionally and personally.

My story is familiar to many other library leaders in the country, some of whom, like me, wound up leaving their position for a new start elsewhere. The decision to leave is never easy. Many who did resign in the face of recent intellectual freedom challenges—both new directors and long-time administrators at their libraries—felt that they needed to leave because they were unable to focus on the necessary work of overseeing the library and its staff, and were instead devoting their energies to facing down challenges, reinforcing policies, and—sometimes—looking out for their own safety and mental health.

### ACCUSATIONS OF AN "AGENDA"

Renee Greenlee, former director at the Vinton Public Library, IA, shares how, just four months into her new role, a small group with a unified purpose attended a library board meeting. "A resident made a statement that our library had a liberal agenda demonstrated by our hiring practices...and the 'liberal' and LGBTQ[IA+] books we had in our collection," she says. At the time, the library had a gay children's librarian and a transgender library clerk, who was misgendered. The group stated that the library's purchasing and hiring choices were leading them to boycott library services.

At the Hillsdale Community Library, MI, Bryonna Barton was also in the first few months of her directorship when she came under fire—in this case, from her board. A week before the April 2022 board meeting, Barton shared a post on the library's Facebook page celebrating National Library Week. The post included a trivia question related to book challenges, which board members claimed "pushed a false narrative" and supported an agenda on book bans and censorship that the board equated with a liberal political position. During the meeting, board members said that they were "concerned that there were books in the library on diversity, coming-of-age, and challenging subjects" such as mental and sexual health, notes Barton. At the May board meeting, the same members stated that "intellectual freedom is not a real thing, but a made-up word by the library world to push an agenda." They "wanted to review our collection development policy and add verbiage that would not allow the library to purchase any books" on the subjects they objected to, says Barton.

In Crook County, I was also accused by a small, local group of operating with an agenda. Where were our anti-abortion children's books, or books with a biblical perspective on gender, the group asked? If we were truly being equitable, they argued, we would have books on topics they

described as "woke" and conservative values alike. We ordered additional titles from Christian publishers and shared our recently updated collection development policy, but these actions weren't given much weight in the greater argument that we were harming children by continuing to in-shelve LGBTQIA+ titles within the children's collection.

### CENSORSHIP BY ANY OTHER NAME

The resident who led the anti-intellectual freedom charge at the Vinton Library "was very careful to say they were not asking for any staff or books to be removed," says Greenlee, but they did ask that for each book featuring transgender people, the library also offer a book that shares biblical perspectives on gender and sexuality. Additionally, this resident believed that the library should provide a monthly list of books that the children's librarian planned to read at story time, to "keep the children's programming in check."

David Eckert, former director at the Craighead County Jonesboro Public Library (CCJPL), AR, first came under pressure in 2019, when the library invited Meredith Russo, an author who is transgender, to give a presentation. "Once we started publicizing the event and people started researching [Russo], some people loudly objected," he says. The subsequent board meeting was contentious, but the board "stood strong and allowed the event."

Russo's appearance touched off a series of intellectual freedom challenges, says Eckert. The county judge, who appoints four of the seven board members, filled two vacated board positions with individuals who came to the roles "with the idea that they would try to move or remove all the LGBTQ[IA+] material in the library," according to Eckert.

In June 2021, CCJPL again found itself at odds with community members concerned about library content. Because of a capital-improvement project that placed space constraints on the collection, materials for all ages were temporarily shelved more closely together than during regular operations. As the library put out its annual Pride Month displays, titles in the teen section caught the attention of a group of parents. A post went up on a local Tea Party-affiliated Facebook page, followed by a letter to the editor of the local *Jonesboro Sun* penned by the wife of one of Eckert's board members.

"Several proposed policies were brought before the board by [the newly appointed] board members," says Eckert, "including one to have all of the board members review any book that had any reference to romance or sexuality in it." The new members also presented a policy to establish board authority over displays in the library, and proposed that the board be given the authority to decide "which materials the library was allowed to buy."

By her third month in the director's seat at Boundary County Library, ID, Kimber Glidden was fielding accusations from community members at board meetings and in personal conversations "that the library was not protecting

“I discovered that a library's ability to effect positive, equitable actions in a community is only as strong as the board that approves the policies that support those actions.”

RENEE GREENLEE

“I still think about the meetings and what people said and accused me of. It doesn't go away or turn off the moment you leave...our bodies and minds aren't designed to take that much hatred.”

BRYONNA BARTON

children from explicit or pornographic materials.” The materials in question contained LGBTQIA+ content as well as themes centering the Black Lives Matter movement or racial justice issues; none of the titles were intended to be sexually provocative or met the legal definition of obscenity. “The primary target was *Gender Queer* by Maia Kobabe,” Glidden notes, which was not even a part of the library’s collection—nor were additional titles submitted for removal. Community members would not accept any solution other than “absolute banishment of all titles” related to the topics they objected to, said Glidden. “I had one man tell me that they wanted the ability, guaranteed by policy, to create a blacklist of books.”

In Crook County, some of the residents I spoke with were adamant that “we don’t want to ban books.” Instead, they wanted me to create a segregated collection in the children’s room that would hold materials with LG-BTQIA+ content. I explained on multiple occasions how labeling other than viewpoint-neutral directional aids is a tool of censorship, as described in the American Library Association’s (ALA) Interpretation of the Library Bill of Rights ([bit.ly/3jGcu5j](http://bit.ly/3jGcu5j)). I also worked to educate the community on the organization of library collections—for example, how creating such a special collection would not

be the same as having all cookbooks shelved in the same location. I also explained that making a special collection could lead to anyone being interested in that collection being outed, which would be particularly unsafe for LGBTQIA+ patrons. “I’m not asking you to burn any books,” the county judge told me on numerous occasions—but he did add, “if it were up to me, I’d put all these books behind the counter and a parent would have to ask for them.”

## BOARD INVOLVEMENT

Dayna Williams-Campbell had been director at the Victoria Public Library, TX, for 13 years when she received a phone call in August 2021 requesting that she meet with a “small group” of parents. Some 35 or 40 people came to the meeting, prepared with 40 requests for reevaluation of library materials, the first steps in the challenge process. Her board backed Williams-Campbell as she upheld intellectual-freedom ideals in the face of these challenges. However, the tide shifted as the community activists continued their tactics; when board vacancies arose, city council and county commissioners “filled all open library advisory board positions with people who were part of the book-challenge group,” Williams-Campbell reports—“every seat, even though I had well-qualified members who asked to be reappointed.”

In Hillsdale, the problems originated with the board. According to Barton, “three board members at the time started the book ban/censorship [movement]. I wasn’t fighting only the community, but also the majority of the board for the right to read.” One of these board members shared messages via Facebook, Barton says, that “encouraged community members to come and support his mis-

sion by attending board meetings in order to ‘protect the children’ under the guise of ‘proper curation’” of library materials.

In Vinton, the library board was surprised by the vehemence and persistence of the activism, although Greenlee recalls “one board member who wanted me to consider and potentially agree to” the requests being made. “This board member also resisted the bylaws changes regarding public comments that are discriminatory and harassing,” and wanted to be exempt from the Statement of Ethics for Board Trustees that Greenlee had brought forward. “I discovered that a library’s ability to effect positive, equitable actions in a community is only as strong as the board that approves the policies that support those actions,” she notes.

The Boundary County board “was as supportive as they knew how to be,” Glidden says, despite the entire board being targeted by a community-led recall campaign. “After my resignation, they began the process of capitulation to meet the demands” of those calling for censorship.

In Crook County I had one board member actively recruiting residents to speak out at board meetings against the library’s practices; this was the same parent who originally complained about the item her child took home from a library visit while in school. That parent was then appointed to the board by county leadership “because she represents a significant portion of the population here who aren’t going to like finding out what [the library is] doing,” the county judge told me, equating the percentage of the county who voted for President Trump with those in opposition to the library’s choices.

“Education about the necessity of this type of support, and recognition by employers of the effect of bullying on employees [by those challenging books], needs to be increased.”

DAYNA WILLIAMS-CAMPBELL

“I would start looking over my shoulder to see if someone was following me. I decided this was no way to live—or not the way I wanted to live.”

DAVID ECKERT

## THE NEED FOR A FRESH START

While these directors received both public and personal support, it is not surprising that they were still exhausted. Williams-Campbell, a seasoned director, notes that she had to shift focus away from her usual duties, instead spending her days “working with the requests for reevaluation, maintaining staff morale, meeting with the city manager [and] the city legal department, preparing to answer city council questions”—sacrificing time that she needed for strategic planning, improving library services, and being available to staff for training and support. In addition to the change in workload, she was also dealing with harassment from community members that resulted in requests for police to drive by her home in the name of safety. After a year and a half of struggle, Williams-Campbell “felt that I could no longer show up to be the leader I wanted to be for my team, and that they deserved someone who was there for them.”

Barton describes how her days changed: “I was working every minute of every day to educate myself, pull resources, and better equip myself” for upcoming board meetings. Staff morale had plummeted: “We were scared to open the doors, not knowing who would come [in] and what accusations would be made.” Barton learned that a photo of her was circulating among local Facebook groups

along with malicious gossip. “I was terrified of walking around and being alone. I moved out of my apartment and commuted an hour and a half to work,” she says. Barton became ill as a result of the unrelenting pressure. “I still think about the meetings and what people said and accused me of. It doesn’t go away or turn off the moment you leave. It is traumatic...our bodies and minds aren’t designed to take that much hatred,” she says. “Ultimately, I resigned from Hillsdale to try and get the library out of the line of fire, and for my own physical and mental health.” Barton has taken a new director role in a community an hour north of Hillsdale.

As the community concern in Vinton was centered on library workers as well as materials, Greenlee observed her LGBTQIA+ staff members becoming “devastated and demoralized.” She says her own work-life balance was “awful,” particularly as she worked “every night for a month” to craft an intellectual freedom response statement to her board and community. “I was hurt and angry, too, for my staff and my own teenagers who are part of the LGBTQ[IA+] community.” Despite deep feelings of guilt over leaving her team and organization, Greenlee moved on to become a support librarian in a new system and is now “hesitant to ever take on a director role again.”

Glidden echoes Greenlee’s feelings of losing a sense of work-life balance. “This has consumed my life,” she says. “We do not feel safe in our community. I cannot find employment; people have shown up at our house.” Glidden struggles to “not become angry or bitter, but I’m trying to step away from the emotion to create a meaningful path forward.” She is currently exploring the development of a nonprofit aimed at informing communities about threats to democracy such as censorship.

Because of the increased stress in his position and the anger directed at him, Eckert developed a feeling of unease whenever he was out in public: “I would start looking over my shoulder to see if someone was following me,” he says. “I decided this was no way to live—or not the way I wanted to live.” Library staff in Jonesboro had begun leaving ahead of Eckert’s own departure, including the assistant director, assistant business/HR manager, public relations manager, and several frontline employees. “I know many staff were starting to see therapists and taking anxiety medication to help manage their stress,” says Eckert. He is now the director of the Waterloo Public Library, IA.

During my last seven months as Crook County Library director, I routinely came home in tears, angry, and distracted, and experienced significant anxiety leading up to each board meeting. Despite our staff doing tremendous work both inside and outside the library, I had little time or energy to move the library ahead strategically, instead working to counter misinformation, offer as much support as I could to frontline staff, develop new procedures to handle fractious board meetings, and continue to reiterate the ethics and best practices of public librarianship with stakeholders. Additionally, I was commuting, and the hours spent driving each week were wearing on me. I am now working in the city where I live, managing the library in a branch campus of a state university. While I miss many aspects of my nearly 20 years in public librarianship, especially the organization where I first flexed my library administrator muscles, my

## STANDING UP

The directors in this article offered their thoughts on how a library can be prepared for intellectual freedom challenges.

**POLICY REVIEW:** Ensure that your Collection Development and Request for Reconsideration policies are up to date and worded to unequivocally support intellectual freedom and the right to read. Include language stating that groups may not submit Requests for Reconsideration en masse or anonymously, and clearly state the time line for response.

**REACH OUT:** Contact regional and state library associations, ALA’s Office of Intellectual Freedom, or other groups that connect libraries to learn your rights and explore possible next steps in the face of an intellectual freedom challenge.

**ACTIVATE A SUPPORT BASE:** Make sure that your Friends of the Library and other mission-aligned groups are informed and ready to speak up for intellectual freedom. This could be local or state social justice groups, LGBTQIA+ affinity groups, etc.

**REFINE BOARD AGENDAS AND BOARD BYLAWS:** Create procedures to appropriately manage public comment and ensure that board meetings are treated as such, versus being perceived as open, public forums or town halls.

**EDUCATE STAKEHOLDERS ON INTELLECTUAL FREEDOM:** Board trainings are available through United for Libraries, and these materials are also useful for municipal leaders such as city managers, county commissioners, mayors, and others.

**BE AWARE:** As calls for censorship continue in libraries across the country, keep these stories on your radar and share with staff and stakeholders to be prepared for potential challenges at your own organization.

stress levels have dropped significantly. I am more able to focus on the key aspects of my new job, and have found renewed work-life balance.

Many of the directors I spoke with who have moved on to new libraries know that the battles at their previous organizations are not over. “As I was leaving, the library was starting to receive book challenges,” says Eckert. “While most were not successful, there was one that was not handled properly by the board.” Having a strong library policy in place, however, ultimately helped overturn the challenge. William-Campbell tells *LJ* that while she had tools available to support her own mental health during her time of crisis, “education about the necessity of this type of support, and recognition by employers of the effect of bullying on employees [by those challenging books], needs to be increased” in order to keep this type of burnout from happening again. I recently heard that numerous LGBTQIA+ titles from Crook County Library’s teen collection were removed, and the board member who brought that fight to the library continues to request a labeling system for LGBTQIA+ materials. Library administrators can be as prepared as possible, and put forth their best efforts to support intellectual freedom and access at their institutions (see the list of resources above), but there are still times when directors say, “I didn’t sign up for this.”

## **COLLECTION DEVELOPMENT GUIDELINES GRAND RAPIDS AREA LIBRARY**

These Guidelines are intended to assist staff members responsible for materials selection to develop a collection of resources in keeping with the Mission, Vision, Values Statements and policies of the board of Directors.

### **MISSION STATEMENT**

The Grand Rapids Area Library is a welcoming place that builds an informed, engaged and enlightened community by helping children develop a love of reading, supporting lifelong learning, connecting individuals, and enriching leisure time.

### **VISION STATEMENT**

We will be recognized as a source of knowledge and information; a place to gather and discuss; an encourager of reading; a partner in cooperation with the city, the county, the schools and our supporting organizations. We will be acknowledged as a gateway to lifelong learning, offering a full spectrum of services.

### **CORE VALUES STATEMENT**

The Grand Rapids Area Library values:

- A literate community
- A place for learning and sharing information
- Reading for education and enlightenment in a digital world
- Responsiveness to the changing needs of the community
- A community that loves reading
- Intellectual property rights
- Ethical, fiscally responsible stewardship
- An affirmative approach for effectively converting information to knowledge
- Collaboration with our stakeholders
- Diversity of people and ideas
- Our staff
- The educational, social and cultural development of children
- Skilled, dedicated and respectful customer service

### **Guidelines for selection of materials for the Grand Rapids Area Library**

**Introduction:** The Library's efforts in obtaining, developing access to, and withdrawing materials will be focused on fulfilling the Mission, Vision and Core Values as defined in the Long Range Strategic Plan of the Library Board. The Board's policy on collection development is as follows:

#### **Statement of Collection Scope**



## Collection Development Guidelines

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The Grand Rapids Area Library Board of Trustees acknowledges the Library's responsibility, as a reference and referral library of the State of Minnesota, to provide materials to meet the varied information needs of the public it serves and to fill at least 95% of all information and title requests from locally available resources.

**Inclusiveness:** The Library collection shall include representative materials of all races and nationalities, and all political, religious, economic and social views. The collection will be carefully developed in order that a full range of opinion on controversial issues will be represented, and that the needs of special groups will be balanced with general demand.

**Current content:** The collection will be focused on currently useful materials. Specialized research materials will be made available through participation in the Arrowhead Regional Library System and other statewide programs.

In order to keep the collection current, the Board directs that procedures be implemented to weed five percent (5%) of the collection yearly.

### 1. Authority and Responsibility

- 1.1 Final authority for the determination of policy in the selection and acquisition of materials is vested in the Library's Board of Trustees.
- 1.2 Ultimate responsibility for book selection, as for all library activity, rests with the Director, who operates within the framework of policies determined by the Board of Trustees.

### 2. Objectives

The book selection policy is intended to implement the collection development policy of the Board.

### 3 Basic Criteria for selection of materials include:

- 3.1 Permanence and timeliness of contents
- 3.2 Accuracy of information
- 3.3 Authoritativeness of contents
- 3.4 Suitability of presentation and format for intended audience and subject matter.
- 3.5 Social significance
- 3.6 Quality and artistic merit as indicated in critical reviews in standard review sources relevant to the type of material
- 3.7 Reputation of publisher in regards to physical quality of products
- 3.8 Public interest in the item as evidenced by patron requests, circulation statistics for other books by the author or type, or inclusion on published "best seller" lists.
- 3.9 Cost of the item in relation to the total materials budget
- 3.10 Collector's items, as such, are not purchased.

- 4. Special criteria: In addition to the general criteria, which apply to all purchases, special criteria should be applied when selecting for specific collections.**
- 4.1 Special Criteria for the General and Reference Collections
- 4.1.1 Selectors will give highest priority to materials providing access to information on frequently researched topics.
- 4.1.2 Selectors will avoid duplication of resources readily accessible in other libraries in the community or system unless that duplication is needed to provide adequate access for all.
- 4.1.3 Selectors will seek resources reflecting the special interests and needs of the community served.
- 4.1.4 Selectors will make a significant effort to find and obtain materials providing information on the history of Grand Rapids and Itasca County and to maintain a wide variety of materials published in and about the State of Minnesota. General availability of these items shall be a consideration in the determination as to whether an item may be withdrawn from the collection due to lack of use.
- 4.2 Special Criteria for Children's Materials
- 4.2.1 Children's Department materials should promote the health, safety and well being of children
- 4.2.2 Materials selected will deal with those concerns and topics of interest to children. Information of importance to children will not be excluded because some individuals might prefer that their children not have access to materials on the subject.
- 4.2.3 Special care will be taken to select materials which allow children to explore areas of interest not normally found I school curricula.
- 4.2.4 Titles that receive prestigious awards such as the Caldecott and Newbery Medals will be given high priority.
- 4.2.5 Recipients of the Minnesota Book Award in children's literature will have high priority for selection.
- 4.3 Special Criteria for Young Adult Materials
- 4.3.1 Materials should be aimed at the special interests and needs of young adults.
- 4.3.2 The paperback format will be given special consideration for materials of transitory interest and for fiction.
- 4.4 Special Criteria for Audiovisual Materials
- 4.4.1 Suitability of content to format is a special consideration for this collection.
- 4.4.2 Materials will be selected with the balance of the entire collection in mind.
- 4.5 Special criteria for periodicals
- 4.5.1 Periodicals should be self indexed or included in periodical indexes available in the library
- 4.5.2 Periodicals selected should have been in continuous publication for at least one year.

## Collection Development Guidelines

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- 4.5.3 The availability of full text contents in existing library electronic subscriptions will be taken into account when choosing periodicals.
- 4.6 Gift materials Gift materials will be selected for addition to the collection under the appropriate criteria listed above. Donors will be informed at the time of the donation that materials not falling within the selection criteria of the library may be given to the Friends of the Library for their book sale room.
- 5. Materials Withdrawal Policy. The withdrawal of materials is an important aspect of collection development. When library materials lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of materials is based on the following guidelines:**
- 5.1 Worn or damaged materials will be removed from the library and replaced if purchase of the replacement would fall within the guidelines of the selection policy.
- 5.2 Materials which contain information which is outdated should be withdrawn unless they are deemed important for maintenance of historic information on the topic. Materials withdrawn under this proviso should be replaced with more current information as needed.
- 5.3 Duplicate copies of titles which have waned in popularity will be removed by eliminating those most worn.
- 5.4 To control storage costs and provide room for new materials, little used materials will be considered for withdrawal
- 6. Implementation of Freedom to Read Statement**
- 6.1 No materials shall be excluded because of the race, nationality, political, social or religious views of the author
- 6.2 No library materials will be labeled for the purpose of rating the suitability of its content for prospective readers.
- 6.3 No item will be sequestered except to protect it from damage or theft.
- 6.4 No library materials which was selected in accordance with the policies of the Board shall be removed from the collection except by express order of a court of competent jurisdiction or by the withdrawal policy of this board and established weeding procedures.
- 6.5 No library material shall be excluded from the collection because it may fall into the hands of children. Responsibility for a child's reading rests with the child's parent or legal guardian



# *Library Bill of Rights*

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961; June 28, 1967; and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the **incorrect amendment date of June 28, 1997**; the [Office for Intellectual Freedom](#) regrets and apologizes for the error.

## Request for Reconsideration of a Book or other Library Material

Grand Rapids Area Library

Grand Rapids, MN

The Grand Rapids Area Library welcomes the opportunity to discuss the interpretation and application of the library's material selection principles. Please complete the following concerning the material in question and return it to us so that the library will have an accurate understanding of your comments. Use additional pages as desired.

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

What kind of item?  Book  DVD or Video  Magazine  Audio Book

Patron's name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

1. Do you speak as an individual or as a representative of an organization? If you are with an organization, please identify it.
2. Did you read the entire publication? \_\_\_\_\_ If not, which part?

\_\_\_\_\_

3. What portion of the publication did you object to? Please cite the pages or sections?

4. What do you feel might be the result of reading, hearing or seeing this material?

4. Do you believe there is anything good about this publication?

5. Are you familiar with reviews of this publication?

6. Can you recommend a better publication of this kind?

7. What would you like your library to do about this material?

Move it or re-label it  Withdraw it

Date: \_\_\_\_\_ Patron's signature: \_\_\_\_\_

**Will Richter**

---

**From:** The Minnesota Historical Society <do-not-reply.grants07-us-east-1@fluxx.io>  
**Sent:** Friday, March 17, 2023 9:36 AM  
**To:** Will Richter  
**Subject:** Grant award letter



Will Richter  
wrichter@ci.grand-rapids.mn.us  
Grand Rapids Area Library

RE: Acquire Microfilm Reader/Printer/Scanner G-MHCG-2211-27587

Dear Will Richter,

I am pleased to let you know that the Minnesota Historical Society has awarded a Minnesota Historical & Cultural Heritage Grant in the amount of \$8,513.00 to the Grand Rapids Area Library for the following: Acquire Microfilm Reader/Printer/Scanner. The Society's Executive Council recently approved this project.

The Society is honored to support your efforts to preserve our state's heritage. You will receive additional information about the specific requirements associated with the grant directly from the Grants Office. If you have questions about any aspect of your grant award, please feel free to contact Melinda Hutchinson in the Grants Office at [melinda.hutchinson@mnhs.org](mailto:melinda.hutchinson@mnhs.org).

Best wishes for your success with the project ahead.

Sincerely,

A handwritten signature in cursive script that reads 'Brenda Raney'.

Brenda Raney  
Senior Director, Preservation and Outreach  
Minnesota Historical Society



**MINNESOTA HISTORICAL SOCIETY**

**GRANTS OFFICE  
345 KELLOGG BOULEVARD WEST  
SAINT PAUL, MINNESOTA 55102**

**MINNESOTA HISTORICAL AND CULTURAL HERITAGE GRANT AGREEMENT**

**Grand Rapids Area Library** (hereafter called the Grantee) hereby signifies its acceptance of a state grant in the amount of **\$8,513** from the Arts and Cultural Heritage Fund through the Minnesota Historical Society (hereafter called the Society), in accordance with the guidelines for the Society's Historical and Cultural Heritage Grants Program. The grant is limited to the following project: **Acquire Microfilm Reader/Printer/Scanner** (MNHS Grant Number: **2211-27587**) as described in the Grantee's grant application. Grantee may provide matching funds in the amount of \$500.00 as specified in the application.

All grant activities must occur between the project start date and completion date. The start date will be 04/01/2023. This grant will conclude 04/01/2024. This Project Completion Date is the date by which all project work must be completed.

The Grantee agrees to administer the grant in compliance with the following provisions:

1. ASSURANCES

- a. The Grantee agrees that this project will be administered and conducted in accordance with Minn. Stat. 16B.98 for Grants Management.
- b. The Grantee must follow Minn. Stat. Chap. 177.41-44 regarding prevailing wage rates and contracts and corresponding Rules 5200.1000 to 5200.1120.
- c. The Grantee agrees that this project will be administered and conducted in accordance with the Secretary of the Interior's Standards for Archeology and Historic Preservation (as published in the Federal Register of September 29, 1983), the Historic and Architectural Survey Manual (June 2017), and the SHPO Manual for Archaeological Projects in Minnesota (July 2005).
- d. The Grantee agrees that work will be carried out by project personnel who meet the Secretary of the Interior's Professional Qualifications Standards (as published in the Federal Register of September 29, 1983).
- e. Pursuant to 2013 Minnesota Laws, Chapter 137, Article 4, Section 2, Subdivision 5, the Grantee must give consideration to Conservation Corps Minnesota and Northern Bedrock Historic Preservation Corps, or an organization carrying out similar work.
- f. The Grantee will acknowledge the support of the Society in materials produced and in programs or presentations financially supported by the Society. If intellectual property is created, the parties will discuss the allocation of ownership and use rights.
- g. Copyright to copyrightable materials, including computer software, shall vest in the Grantee with a non-transferable royalty-free license to the Society for its non-commercial use. The Grantee shall grant the Society an option to license any such material(s) it wishes to develop for commercial purposes on terms and conditions, including a royalty, as the parties hereto agree in a subsequent writing.
- h. Except for (a) the above limitation, (b) the Grantee's right to control publication of its own research results, (c) patented and patent-pending property and (d) the Grantee's

confidential information, the Society will have the free, irrevocable, non-exclusive unlimited right to use any research results collected by the Grantee for any purpose.

- i. The Grantee agrees that this project will be administered and conducted in accordance with Minn. Stat. 129D.17 for the Arts and Cultural Heritage Fund.

## 2. FINAL REPORTS AND PROJECT PRODUCTS

- a. The final report and project products are due within 30 days after the project completion date
- b. The final report must be completed electronically in the Minnesota Historical Society's Grants Portal (<https://mnhs.fluxx.io>).
- c. The Final Product(s) to be uploaded with the final report are: **Photographs and documentation showing purchase and installation of microfilm reader/printer/scanner.**

## 3. COST PRINCIPLES AND LIMITATION

- a. Only the items set forth in the Approved Project Budget (**see Attachment A**) may be charged against the grant project.
- b. Any project expense not specifically approved in the Approved Project Budget will not be allowed except upon written request by the Grantee and written approval by the Society.
- c. Changes in the Approved Project Budget may not exceed twenty (20) percent of the Approved Project Budget. Changes that occur after the project begins which exceed twenty (20) percent will not be allowed except upon written request by the Grantee and written approval by the Society
- d. Changes in the Project Completion Date will not be allowed except upon written request by the Grantee and written approval by the Society.
- e. All work will conform to the Secretary of the Interior's Standards as outlined in the approved Scope of Work Form. Any change to the Scope of Work Form after it is approved must be requested in writing and approved by the Grants Office.
- f. No grant funds may be used to pay indirect costs, commonly referred to as overhead.
- g. Return of Unused Funds. Any unused grant funds not spent for the purposes of the Project by Final Report due date, must be promptly returned to the SOCIETY.

## 4. PROCEDURES FOR CONTRACTING SERVICES AND MATERIALS

- a. Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b. Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- c. Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d. Support documentation of the procurement process utilized to contract services and/or materials must be maintained by the grantee and are subject to examination by Minnesota Historical Society, its designated representatives, or any applicable agency of the State of Minnesota for a minimum of six (6) years from the approval date of the Final Report.

## 5. MAINTAINING GRANT RECORDS FOR AUDIT

- a. The Grantee must maintain records and accounts consistent with generally accepted accounting principles, and to provide for such fiscal control as is necessary to assure the proper disbursing of and accounting for grant funds. The Grantee must maintain records and accounts (including documentation of the procurement process) for this project on file for a minimum of six (6) years after approval of the Final Report.
- b. The Grantee agrees to maintain records to document any matching funds claimed as part of the project. The Grantee further agrees to secure reasonable written proof of the value of Staff or Volunteer Labor, and for Donated Materials contributed to the project.
- c. The Grantee agrees that accounts and supporting documents relating to project expenditures will be adequate to permit an accurate and expeditious audit. An audit may be made at any time by the Society, its designated representatives, or any applicable agency of the State of Minnesota.

## 6. ACKNOWLEDGEMENT OF SUPPORT

- a. For restoration/preservation grant projects, the Grantee agrees to post a sign during project work stating: This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.
- b. All publicity releases, informational brochures, and public reports relating to an approved grant project shall contain an acknowledgment as follows: This publication was made possible in part by the people of Minnesota through a grant funded by an appropriation to the Minnesota Historical Society from the Minnesota Arts and Cultural Heritage Fund. Any views, findings, opinions, conclusions, or recommendations expressed in this publication are those of the authors and do not necessarily represent those of the State of Minnesota, the Minnesota Historical Society, or the Minnesota Historic Resources Advisory Committee.

## 7. HOLD HARMLESS

- a. The Grantee agrees to hold the Society *harmless from any loss, damage, or expense*—including reasonable attorneys' fees and other costs of defense—arising as the result of any claim, action, complaint, or discrimination proceeding, or litigation of any kind whatsoever, directly or indirectly brought about as a result of the funded project; or,
- b. Each party will be responsible for its own acts and behavior and the results thereof. The State's liability is governed by the Minnesota Tort Claims Act, Minn.Stat.Sec.3.736 and other applicable laws.

## 8. MODIFICATION

No person or body other than the Society is authorized to modify any of the terms of this agreement, including the scope of performance and cost limitations herein established. The Society shall not be liable for any costs incurred by the Grantee, which are not in conformance with the terms of this agreement

## 9. NONDISCRIMINATION

- a. The Grantee agrees that in the hiring of common or skilled labor for the performance of any work on the grant project that no contractor, material supplier or vendor shall, by reason of race, creed, color religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age, discriminate against any person or persons who are citizens of the United States, or resident aliens, who are qualified and available to perform the work to which the employment relates.
- b. The Grantee agrees no contractor, material supplier or vendor shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in the preceding paragraph, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

#### 10. DISALLOWANCES

Any cost paid for with grant funds which is subsequently found to be disallowable under audit shall be refunded to the Society by the Grantee.

#### 11. CANCELLATION

The Society may withhold, cancel, or revoke in whole or in part the grant amount if it determines that the Grantee has materially breached any term or condition of this agreement. Grantees will be given a 30-day notice. In lieu of cancellation, Grantees may be given proposed remedies to ensure the successful completion of the project.

In addition, both parties may mutually agree to cancel the agreement if they determine that the project will not produce beneficial results commensurate with further expenditure of funds or because of circumstances beyond the control of either party. In the event of cancellation, the Society may withhold proceeds of the Grant; demand that the Grantee return any already disbursed proceeds to the Finance Commissioner; and seek any additional legal or equitable remedy(ies).

Finally, the Grantee hereby acknowledges that the proceeds of the Grant are being financed in part with funds provided by the State of Minnesota and administered through the Society, and that, per Minnesota Session Laws 2019, 1st Special Session, Chapter 2, Article 4, Section 2, Subdivision 4, the funding will be canceled to the extent a court determines that the appropriation, or portion thereof, unconstitutionally substitutes for a traditional source of funding.

#### 12. SPECIAL CONDITIONS

The Society may require special conditions to ensure that the project meets applicable standards. Conditions must be worked sequentially as listed below.

1. The information/documentation included with your application does NOT meet the procurement requirement. Before receiving funding and starting the project, Grantee must provide documentation of the procurement process to the Grants Office for review and

approval. Please refer to Grants Manual Appendix I for guidelines:  
[https://www.mnhs.org/sites/default/files/preservation/legacy-grants/grants-manual/mhch\\_grants\\_manual\\_v.7\\_0.pdf](https://www.mnhs.org/sites/default/files/preservation/legacy-grants/grants-manual/mhch_grants_manual_v.7_0.pdf). (Upload to Milestone/Condition 1 report in the SOCIETY'S grants portal, <https://mnhs.fluxx.io>. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)

**Certification:**

We have read the above agreement and agree to abide by all of its provisions. Upon execution, this Agreement controls all activities during the project period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on the date(s) indicated below intending to be bound thereby.

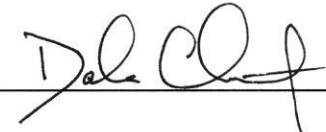
**Signatures:**

  
\_\_\_\_\_

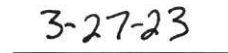
Project Director



Date

  
\_\_\_\_\_

Authorized Officer

  
\_\_\_\_\_

Date

ATTACHMENT A

MINNESOTA HISTORICAL SOCIETY  
Heritage Preservation Department  
Minnesota Historical and Cultural Heritage Grants  
Approved Project Budget

Grantee: Grand Rapids Area Library  
MNHS Grant #: 2211-27587  
Project: Acquire Microfilm Reader/Printer/Scanner

	Budget Item	Amount Requested	Grant Amount	Match
1.	ViewScan 4 (Reader)	\$7,243.00	\$7,243.00	\$500.00
2.	Intel NUK micropro PC	\$985.00	\$985.00	
3.	27" monitor	\$285.00	\$285.00	
4.				
5.				
6.				
7.				
8.				
9.				
10				
.				
11				
.				
12				
.				
	<b>TOTAL</b>	<b>\$8,513.00</b>	<b>\$8,513.00</b>	<b>\$500.00</b>

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**CITY OF GRAND RAPIDS**

2 Business name/disregarded entity name, if different from above

**GRAND RAPIDS AREA PUBLIC LIBRARY**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_
- Other (see instructions) ▶ \_\_\_\_\_

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**420 N POKEGAMA AVE**

6 City, state, and ZIP code

**GRAND RAPIDS MN 55744**

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.  
See Specific Instructions on page 3.

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					

or

Employer identification number									
4	1	-	6	0	0	5	2	0	1

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FA (s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

*Juliana David*

Date ▶

*3/21/22*

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

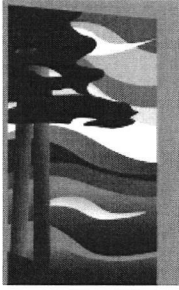
- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.





CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

**REQUEST FOR COUNCIL ACTION**

**AGENDA DATE:** 03-27-2023

**AGENDA ITEM:** Accept a Minnesota Historical & Cultural Heritage Grant in the amount of \$8,513.00 to acquire a Microfilm Reader/Printer/Scanner.

**PREPARED BY:** Will Richter, Director of Library Services

---

**BACKGROUND:** The library microfilm collection is a community resource with regular use. The present microfilm reader/printer was salvaged from North Hennepin Community College and is no longer supported by the manufacturer. The Minnesota Historical Society awards Cultural and Heritage (Legacy Amendment) grants to select libraries and historical societies for microfilm reader and printer replacement. Grand Rapids Area Library was notified 03-17-2023 of an award in the amount of \$8,513.00. The required \$500.00 local match requirement for the grant is being provided by the Grand Rapids Area Library Foundation.

**REQUESTED COUNCIL ACTION:**  
Make a motion to authorize application and accept a Minnesota Historical & Cultural Heritage (Legacy Amendment) grant from the Minnesota Historical Society in the amount of \$8,513.00 to acquire a Microfilm Reader/Printer/Scanner.



# ViewScan 4 Microfilm Scanner

## The Clear Choice.



**When ST Imaging says the ViewScan 4 has an 18 megapixel camera that uses an 18 megapixel image sensor...**

*It's clear, we do.* Some scanners use lower resolution image sensors, add enhancement technology, to create an image. The ViewScan 4 produces crisp and clear HD images, even while browsing — all the time.

**When ST Imaging says we have simple, easy-to-use software...**

*It's clear, we do.* Our PerfectView software is user-friendly with a clean, intuitive interface. No confusing menus. Nothing to select to enable the camera. Just high quality images — all the time.

**When ST Imaging says we have advanced technology that can make better images faster, and you can save time browsing, printing, saving and sharing images...**

*It's clear, we do.* Browsing microfilm can represent a large majority of research time. The last thing you want to do is spend time looking at low-resolution images. The ViewScan 4 allows you to search your film archive with an HD system that is always on, so you can Browse, Print, Save or Share beautiful 18 megapixel images — all the time.

### The Benefits Are Clear

- High Resolution Scanning
- Easy-to-Read
- Easy-to-Learn
- Easy to use software — with new ways to use microfilm
- Sleek Design
- Faster Research Times
- Optimum Crystal-Clear Images
- Advanced Technologies



It couldn't be more Clear. Old film deserves better than old technology — it deserves an advanced HD digital system designed around the latest high-resolution sensors. Simply put, it deserves better than half an upgrade.

**ST Imaging. The Clear Choice.**



Optional color shown

# ViewScan 4 Microfilm Scanner

## The Capabilities are Clear

- The ViewScan line is the Clear Choice for prestigious universities and libraries.



- The ViewScan is the only microfilm scanner to be recognized by the Modern Library Award (MLA) Platinum distinction five consecutive years.

**Contact us today to arrange for a personalized demo at your facility and see for yourself.**

**847.501.3344**  
**sales@stimaging.com**

### FEATURES AND INNOVATIONS

18 megapixel color image sensor, largest available in the industry that's always on
<b>PerfectFocus</b> — Continuous image focus always produces a clear image
Real time view and immediate high resolution scan of positive and negative microform images*
Compact desktop system (12"x12" base)
USB port on the front of scanner base for customer convenience when saving a file*
Film control buttons on the carrier in addition to screen icons* <i>Key feature to consider when replacing old microfilm reader/printer systems</i>
Oversized 5" x 8.25" glass platen to easily accommodate aperture cards, and large microfiche*
Image Bin — Captured images are always visible and retrievable during user's session*
Multiple image file outputs from a single scan
Easily share scanned images from the image bin and output in multiple formats, without rescanning, such as to print, email, and save to an archive location*
Full resolution while browsing a continuous live image without pixelation
Target Area Enhance from captured image review bin*
Scissor Cut Cropping™ easily captures irregular sized areas from film images*
ClipMerge™ allows multiple clippings to be assembled onto a single page*
Annotation software — Add highlights, text, etc. to any scan*
Admin control by Microsoft Windows Authority Levels option*
One Click EasySave Multipage PDF and Multipage TIFF*
Easy film loading with minimum twists and bends to keep film straight
Large ergonomic handle on carrier
Secure staff private email mode
Secure double authentication public email mode*
Generate user reports for period and total scan counts
One-click digital zoom provides ability to toggle between full-page and detailed view
Automatically apply higher resolution to all selected images before save or print
Set, save and restore settings for various film types without being an Admin
Option to display and edit copyright or other notice prior to scanning
Customizable, kiosk style, start screen with user profiles
Manufacturer provided email server option
"Quiet Library " operation (no fans to make noise and fail)
USB 3.0 SuperSpeed Camera Connection for speed and flexibility
Scanable media reduction range combined optical and digital 7x to 105x, optical 7x to 30x
Create high resolution scans at 300 dpi. Software selectable up to 1200 dpi and beyond
One-Click Print and Scan to instantly capture on-screen images
Microfilm (16/35mm rolls); microfiche; aperture cards; 3M cartridge
Diffused LED, daylight white, 5000 degrees Kelvin color temperature
Cruise Control (Automatic film scanning) up to 10 frames included — <i>Full suite optional</i>
Word Searchable — Single page OCR desktop app available — <i>Full suite optional</i>
Camera upgrade from 9 megapixel to 18 megapixel image sensor available

### TECHNICAL SPECIFICATIONS

Image Sensor in Camera	18 megapixel color or 9 megapixel black & white
Zoom Capability	7x to 105x total zoom, 7x to 30x optical zoom
Communication	USB 3.0 SuperSpeed
Operating Systems	Windows 7, 8, 10 (64 bit)
Dimensions (H x W x L)	8" x 12" x 12" (21cm x 31cm x 31cm)
Weight	26.4lbs (12kg)
Power	110-240 VAC 50/60 Hz
Factory Warranty	36 months on system/Lifetime on lamps
Software Support	Free updates for life of scanner

### SCANABLE MEDIA

Microfilm (35/16 mm rolls), microfiche, aperture cards, jackets and slides.  
 3M cartridge film adapter is available.

\*ST Imaging Innovation  
 The ViewScan 4 is designed to be energy efficient by including power saving features such as sleep mode.  
 Software and hardware configurations are always evolving. ST Imaging reserves the right to change without notice.  
 Some features may now be available by other manufacturers.  
 Viewscan is a trademark of ST Imaging. All other trademarks are the property of their respective owners.



The Clear Choice.

www.stimaging.com



Certified Microfilm Scanner  
 E180070

Assembled in the USA



**November 28, 2022**

**Will Richter**  
 Grand Rapids Area Library  
 140 NE Second Street  
 Grand Rapids, MN 55744

Dear Will,

Thank you for the opportunity to present information and pricing on the **ST Imaging ViewScan 4 Digital Library Reader/Printer** as a long term, affordable solution for your microfilm research needs. **Viewscan 4** would be an outstanding addition to your library.

**ST Imaging ViewScan 4 is our latest, digital microfilm desktop reader printer that provides the following benefits:**

- **Small and Compact**
- **Simple and Intuitive user interface (Color Coded)**
- **High Resolution HD Camera Sensor (18 or 9 Mega Pixel Image Sensor)**
- **Latest Imaging Software minimizes adjusting of image**
- **Automatic Focusing when Zooming in or out Optically (PerfectFocus Software)**

The attached pricing is for a high definition **9 or 18 Mega Pixel camera sensor** with **Premium Perfectview Next Generation Color Coded software**. The software allows for:

- **Easy Adjusting of the image**
- **Automatic Focusing**
- **Scan to Printer, Flash Drive or PC Drive**
- **Saves in virtually any format**
- **Scan to E-mail, Google Drive and Drop Box within the program**
- **Image Cropping (only capture what you need).**
- **Selectively Repair only portions of the document**
- **Only scanner with motor film movement buttons on the roll carrier.**

Finally, **ViewScan 9 Mega Pixel Image Sensor camera** is upgradeable to an **18 Mega Pixel Image Sensor camera** at any time. Please take a few minutes to review the enclosed information and pricing and let me know if you have any questions.

Thank you again Will

**Bob Czechowicz**  
 RMC Imaging, Inc.  
 Authorized S-T Imaging Reseller



## VIEWSCAN 4 FEATURES

- Instant scan of any sized image
- Simple Color Coded Intuitive User Interface
- Scissor-cut feature
- Multiple cropping feature
- Displays on screen adjustable thumbnails after a scan for quick review
- No screen refresh when advancing the film. Easy on the eyes.
- Software has the simple look and feel of a Smart Phone.
- Automatic and Manual Image De-skew
- Fan less quiet operation
- USB Port on the front of the Scanner
- Continuous Software Updates
- Customizable Screen Icons
- Custom E-mail Software Suite (Premium Software)
  - Corporate E-mail
  - G-Mail
  - Drop Box
  - Google Drive
- 7X to 105X Single Zoom Lens (Digital/ Optical)
- Merge Multiple Images on to a single page (Premium Software)
- Place a Watermark on the scanned image. (Premium Software)

## VIEWSCAN 4 PRICING OPTION I

ViewScan 4 with 18 Mega Pixel Image Sensor Color Camera including Premium Next Generation Software	<u>\$8,675.00</u>
<u>Freight</u>	<u>\$78.00</u>
Total with Premium Software	<u>\$8,753.00</u>
Total with Basic Software	<u>\$8,253.00</u>

## VIEWSCAN 4 PRICING OPTION II

ViewScan 4 with 9 Mega Pixel Image Sensor B&W Camera including Premium Next Generation Software	\$7,155.00
<u>Freight</u>	<u>\$78.00</u>
Total with Premium Software	<b>\$7,243.00</b>
Total with Basic Software	\$6,743.00

Pricing includes on-site installation and training.

OPTIONAL: Intel NUK Micro PC with Custom Bracket  
(See Brochure) **\$985.00**

This PC attaches to the back of the scanner making it look like one piece and saves valuable desk space.

OPTIONAL: 27" Rotating Monitor **\$285.00**  
(if you have existing monitor works, it can be used with the new scanner.)

OPTIONAL: OCR Plus Integrated Software \$1,225.00

## WARRANTY

36 month manufacture warranty on the Viewscan 4 is included. RMC Imaging includes first year of on-site support.

You can add on-site support for years 2 and 3 for \$424.00/year.

Year 4 Full Hardware and Software Support as well as on-site and Remote Service \$685.00

## MINIMUM PC SPECIFICATIONS

Grand Rapids Area Library will supply a PC based on our minimal specs of:

- 16 GB Ram and 3Gh+ Processor Speed or better
- i7 Processor Recommend ( i5 will work)
- 1-PCI Express slot (16Pin)
- 2-USB 3.0 Ports and 4 2.0 Ports (or they can all be 3.0 ports)
- Operating Systems Windows 10 or Windows 11 (64bit).

Virtually any Windows local or network laser printer will work with the ViewScan 4.  
This assumes you do not purchase the Intel NUC in the above



**March 28, 2023**

**Will Richter**

Grand Rapids Area Library  
140 NE Second Street  
Grand Rapids, MN 55744

Dear Will,

Thank you for the opportunity to present updated promo pricing on the **ST Imaging ViewScan 4 Digital Library Reader/Printer**.

**This promo upgrades the 9 Megapixel camera you were approved for, to the 18 Megapixel Image Sensor Color camera for about \$400.00 more. It also now includes Intel NUC.**

**The only other options you can choose to add at any time is the monitor and OCR Plus integrated Software.**

**Please let me know if you have any questions.**

Thank you again Will.

**Bob Czechowicz**

RMC Imaging, Inc.  
Authorized S-T Imaging Reseller

## VIEWSCAN 4 PROMO PRICING

ViewScan 4 with 18 Mega Pixel Image Sensor Color Camera **\$7,575.00**  
including **Premium** Next Generation Software

Includes: Intel NUC PC with Custom Bracket  
On-Site Installation and Training

**Freight** \$78.00

**Total with Premium Software** **\$7,653.00**

**OPTIONAL:** Intel NUK Micro PC with Custom Bracket **Included**

This PC attaches to the back of the scanner making it look like one piece and saves valuable desk space.

**OPTIONAL:** 27" Rotating Monitor **\$285.00**  
(if you have existing monitor works, it can be used with the new scanner.)

**OPTIONAL:** OCR Plus Integrated Software **\$1,225.00**

## WARRANTY

36 month manufacture warranty on the Viewscan 4 is included. RMC Imaging includes first year of on-site support.

You can add on-site support for years 2 and 3 for **\$424.00/year.**

Year 4 Full Hardware and Software Support as well as on-site and Remote Service **\$685.00**

Virtually any Windows local or network laser printer will work with the ViewScan 4.





630 Dundee Road  
Suite 210  
Northbrook, IL 60062  
847-501-3344  
www.stimaging.com

Item 5.

March 29, 2023

Will Richter  
Grand Rapids Area Library  
140 NE Second Street  
Grand Rapids, MN 55744

Dear Mr. Richter,

This letter is to declare that RMC Imaging is our authorized reseller for all ST Imaging products for the state of Minnesota. RMC Imaging is authorized to provide sales, service and support for ST ViewScan Digital Microfilm and Microfiche Scanner Systems.

RMC Imaging has been trained by ST Imaging on how to install, train your employees on the use of the system and on how to support and provide software upgrades as needed for the ST ViewScan System. Any warranty work must be performed by ST Imaging at our factory in Idaho or via our authorized reseller RMC Imaging. Service fees may apply to on-site warranty work.

Please note

- The ViewScan System has a standard three-year warranty direct from ST Imaging. See warranty info on our web site for full details
- The ViewScan System comes with free lifetime software upgrades
- The ViewScan System scanner LED lamps have lifetime guarantee.

If you have any questions regarding this matter, please do not hesitate to call me at (847) 501-3344 and thank you for your consideration.

Sincerely,

Matt Anderson  
Vice President, Sales and Marketing  
ST Imaging

Monthly Report - Overview for Feb 2023

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Locations on this report: Grand Rapids Area Library

Checkout

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
1st Time	8511	9257	-9	8531	-1	17768	16439	8
Phone Renewal	289	256	12	236	22	545	578	-6
Renewal	149	132	12	230	-36	281	461	-40
Opac Renewal	624	613	1	497	25	1237	1171	5
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0
Dayend Auto Renew	0	0	0	0	0	0	0	0
Total	9573	10258	-7	9494	0	19831	18649	6

Checkout Stock Rotation

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
1st Time	0	0	0	0	0	0	0	0
Phone Renewal	0	0	0	0	0	0	0	0
Renewal	0	0	0	0	0	0	0	0
Opac Renewal	0	0	0	0	0	0	0	0
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0

Dayend Auto Renew	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	0	0	0	0	0	0	0

Checkin

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Normal	8052	7353	9	7316	10	15405	14437	6
Late	1542	1847	-17	1493	3	3389	3314	2
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	9594	9200	4	8809	8	18794	17751	5

Requests Placed

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Placed	1821	2153	-16	1654	10	3974	3561	11
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1821	2153	-16	1654	10	3974	3561	11

Requests Resolved

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Cancelled	99	108	-9	56	76	207	169	22
Filled	2840	3114	-9	2582	9	5954	5408	10
Expired	4	5	-20	3	33	9	9	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2943	3227	-9	2641	11	6170	5586	10

Holdes Resolved

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
Picked Up	1608	1888	-15	1603	0	3496	3199	9
Cancelled	12	5	140	4	200	17	6	183
Expired	127	105	20	113	12	232	259	-11
Total	1747	1998	-13	1720	1	3745	3464	8

Overdues

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
1st Notice	371	384	-4	294	26	755	684	10
2nd Notice	0	5	-100	1	-100	5	11	-55
3rd Notice	0	2	-100	0	0	2	1	100
4th Notice	0	2	-100	1	-100	2	1	100
5th Notice	0	1	-100	0	0	1	0	100
Final Notice	0	2	-100	0	0	2	0	100
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	95	185	-49	66	43	280	172	62
Total	466	581	-20	362	28	1047	869	20

Borrower Delta

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
New (Manual)	98	130	-25	79	24	228	135	68

Deleted (Manual)	7	10	-30	7	0	17	17	0
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	105	140	-25	86	22	245	152	61

Bib Delta

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	180	170	5	153	17	350	239	46
Deleted (Manual)	72	116	-38	213	-67	188	448	-59
New (Batch)	40	68	-42	22	81	108	72	50
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	292	354	-18	388	-25	646	759	-15

Auth Delta

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	2	0	100	0	100	2	1	100
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2	0	100	0	100	2	1	100

Item Delta

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----

New (Manual)	485	522	-8	560	-14	1007	898	12
Deleted (Manual)	159	718	-78	351	-55	877	2057	-58
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	644	1240	-49	911	-30	1884	2955	-37

Acquisitions Activities

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	312	211	47	281	11	523	512	2
Items Rcvd by Ven	314	222	41	285	10	536	519	3
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	626	433	44	566	10	1059	1031	2

**Grand Rapids Area Library  
Reference Statistics  
February 2023**

	<b>February 2023</b>	<b>YTD 2023</b>
<b>Door Count</b>	<b>2127</b>	<b>4312</b>
<b>Reference Questions</b>	<b>194</b>	<b>438</b>
<b>Computer Help Over 5 Minutes</b>	<b>22</b>	<b>39</b>
<b>Tests Proctored</b>	<b>2</b>	<b>3</b>
<b>Public Computer Use: Sessions</b>	<b>173</b>	<b>340</b>
<b>Public Computer Use: Hours Used</b>	<b>155</b>	<b>300</b>
<b>Special Computer Sessions</b>	<b>124</b>	<b>231</b>
<b>Passports Accepted</b>	<b>111</b>	<b>268</b>

# February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <del>26584</del> 26584?	2 26794 DC 1/2 FTO <b>B</b>	3 26,936 	4 <b>25</b>
5	6 27199 6	7 27435 <b>12</b>	8 27714 7	9 27,967 3	10 28124 4	11 32
12	13 28,426 8	14 28,643 1	15 28932 2	16 29206 6	17 29394 6	18 24
19	20 <b>CLOSED</b>	21 29,683 MJ FTO <b>13</b>	22 29997 MJ FTO 2	23 30,158 MJ FTO 3	24 30,339 MJ FTO	25 <b>23</b>
26	27 30568 MJ FTO 7	28 30,838 1				8

(112)



# February 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 2+14 NP C <del>    </del>	2 2+9 NP C <del>    </del>	3 NP C 	4
5	6 2+11 NP C <del>    </del>	7 2+11 NP C <del>    </del>	8 6 NP C 	9 3+10 NP TP C <del>    </del>	10 1-8 NP C <del>    </del>	11
12	13 2+8 NP C <del>    </del>	14 TP 2+8 NP C <del>    </del>	15 2+12 NP C 	16 2+12 NP C 	17 7 NP C <del>    </del>	18
19	20	21 9 NP C <del>    </del>	22 NP C <del>    </del>	23 8 NP C <del>    </del>	24 TP 7+2 NP C 	25
26	27 1+9 NP C 	28 1+11 NP C <del>    </del>				

## Children's Stats

Month February  
20 23

### Online Storytime

Programs: 4

Facebook views: 235

YouTube views: 551

Total views: 786

### Artastic

Programs: 1

Facebook views: 34

YouTube views: 109

Total views: 143

Kits handed out: 150

### Book Time

Programs: 4

People: 93

### Class visits

Groups/People: 4 / 113

### Children's Programs

Programs: 2

People: 21

### Name of Program:

2/13 • Lego Club

2/15 • Afterschool with Ms Amy

### Reference Questions:

416

Reference Questions

2022: 279

FEBRUARY 2023

4110

Item 7.

SUN	MON	TUE	WED	THU	FRI	SAT
			21 1	8 2	4 3	33 4
5	21 6	14 7 <i>No City</i>	15 8	6 9	5 10	121 11
12	41 13	26 14	35 15	21 16	18 17	141 18
19	20 Presidents' Day	17 21	20 22	38 23	10 24 <i>No Val</i>	85 25
26	16 27	20 28				30

**GRAND RAPIDS AREA LIBRARY: 2023 Volunteer Report**

Month	Regular Volunteers		RSVP Volunteers		Library Board		Program Committee		Teen Advisory Board		Friends of the Library		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	30	147.50	6	93.50	9	9.00	0	0.00	0	0.00	11	49.50	2	5.50	36	241.00
February	28	114.00	7	80.75	7	7.00	0	0.00	0	0.00	8	39.00	6	14.00	35	194.75
March																
April																
May																
June																
July																
August																
September																
October																
November																
December																
<b>Total</b>		<b>261.50</b>		<b>174.25</b>		<b>16.00</b>		<b>0.00</b>		<b>0.00</b>		<b>88.50</b>		<b>19.50</b>	<b>*</b>	<b>435.75</b>

# GRAL Director's Report

APRIL 2023

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## ADVOCACY

### -Minnesota Library Association Legislative Activities Calendar

MLA Legislative Updates: 10-10:30 a.m.

4/5/23, 5/3/23, 6/7/23, 7/5/23, 8/2/23, 9/6/23, 11/8/23, 12/6/23

Please note: no update in March due to MLA Legislative Day at the Capitol and no update in October due to MLA Annual Conference.

MLA Library Legislative Day Debrief via Zoom: Wednesday, March 8, 2023 – 10-11 a.m.

### -Legislative Day at the Capitol Debrief

The statewide consensus is Library Legislative Day 2023 was a success. HF 1917 SF 1919 – Regional Library Basis System Support – has bipartisan support with 8 co-authors in the House and 5 in the Senate. I continue to monitor this legislation.

## LIBRARY MANAGEMENT

### -Minnesota Historical Society Grant

The Minnesota Historical Society awarded the library a Minnesota Historical & Cultural Heritage Grant (Legacy) in the amount of \$8,513.00 for the purchase of Microfilm Reader/Printer/Scanner equipment. The Foundation is providing a local match of \$500 as required by the grant.

### - Keeping Governance on Track

Ellen Teigland – Library Board Member and Friends of the Library President – and I are signed up for an American Library Association (ALA) webinar focused on board governance and parliamentary procedure.

## FACILITIES MAINTAINANCE / SPACE

-Bid Summary for Library Façade Repair Project

03-13-2023, City Staff received bids from four contractors for the Library Façade Repair Project, described as:

1. Replace exterior sealant, joints are in poor condition and the material is past its useful age.
2. Repair/replace flashing at front bay windows with a weatherproof membrane and protective cladding.
3. Remove and reset capstones, replace flashing with new material featuring a drip edge.
4. Fix (reinstall) the window in east office, bringing it up to as new condition.
5. Perform sealant maintenance / repair around skylights. Sealant is in poor to fair condition.
6. Clean brick to remove stains and moss, add water repellent product to extend useful life.
7. Spot masonry repairs on estimated total surface area of 1,400 square feet.
8. Repaint exposed steel on building exterior.

I am working with City Administration on how to complete this project this summer.

-Snow Removal

Ongoing.

END OF REPORT

## March in Children's

March in Children's? it was kinda like the march of the children...ALL the children! We had two visits from all the Cohasset First graders. During their second visit I facilitated their story skills, by helping them create their own story on the flannel board. It was a very engaging, and silly, activity that we all enjoyed! We also enjoyed two visits by Mr. Hannah's 3<sup>rd</sup> graders from West Elementary. We talked about how to put a library shelf in order through the books on the shelf game, and for the second visit of the month we talked about reading: who likes it, who doesn't, and why it is vitally important to keep trying. I feel like I'm finally getting back in the swing of school visits...and these children are, for the most part, charming and delightful.

We had a unique school visit this month as well. Shortly before we closed due to Covid, Cindy Eckert, the Preschool teacher at St. Joseph's, wanted to make arrangements for her students to visit the library. Sounds simple, but preschoolers are not allowed to be transported by anyone other than their parents. Thus, the only way to fulfill that wish was by having preschool here, at the library! She approached me in late January to see if we could still make that happen. Through incredibly detailed planning on her part, she held her three-hour preschool class in the community room (we moved our Storytime filming equipment elsewhere for the duration.) Her students came into the library for my usual preschool lessons, and a library project she had designed for them. She also made sure EVERY SINGLE STUDENT had their own chaperone! Thanks to her great planning, it went off smoothly, and we received many thank-yous from kids, parents, and grandparents.

Lego Club saw 16 engineers, and Afternoon with Ms. Amy had 12 participants. Book Time has been quite popular this month. One Tuesday had 19 participants at the beginning of the program, and 29 by the time they finished, about 20 minutes later!

Our Online presence continues to surprise me. I just checked numbers, as I do every few months, to see if it is worth continuing this type of programming. I still maintain that if we fall below 20 views (knowing that many of these are day cares, and represent 8-10 kids per view) I would stop. Well, the storytime that went up on Facebook and You Tube 6 hours ago has 34 views already. Last week's Online Storytime has 208 views, the week before has 187, and the week before that (Sharks!) has 224 views. So, I guess we're still pretty relevant. Those are all of this moment, Thursday afternoon, 3/30. Artastic with Grandma Nancy has been up for a little over a week, and currently has 196 views! I never knew what audience we could have beyond these walls.

In March, I recorded two book review sessions, with Tammy Bobrowsky from KAXE-KBXE. I very much appreciate being able to do that from my office!

Since the decision to make our Children's Library screen-free, we have added our Duplo table, flannel board, Magna-Tiles, and Keva planks, along with our Magnetic Poetry spot. (With great thanks to both the Friends and the Foundation for these donations.) Thus far, our patrons, both children and parents, have received the new additions with delight. And I delight in seeing the children happily engaging with one another while playing. Come down and check it out! Happy Reading!



Monthly Report - Overview for Mar 2023

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Locations on this report: Grand Rapids Area Library

Checkout

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
1st Time	10774	8511	26	10381	3	28542	26820	6
Phone Renewal	373	289	29	332	12	918	910	0
Renewal	176	149	18	275	-36	457	736	-38
Opac Renewal	721	626	15	659	9	1960	1830	7
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0
Dayend Auto Renew	0	0	0	0	0	0	0	0
Total	12044	9575	25	11647	3	31877	30296	5

Checkout Stock Rotation

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
1st Time	0	0	0	0	0	0	0	0
Phone Renewal	0	0	0	0	0	0	0	0
Renewal	0	0	0	0	0	0	0	0
Opac Renewal	0	0	0	0	0	0	0	0
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0

Dayend Auto Renew	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	0	0	0	0	0	0	0

Checkin

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Normal	9212	8054	14	9375	-2	24619	23812	3
Late	2052	1542	33	1875	9	5441	5189	4
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	11264	9596	17	11250	0	30060	29001	3

Requests Placed

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Placed	2185	1838	18	2440	-11	6176	6001	2
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2185	1838	18	2440	-11	6176	6001	2

Requests Resolved

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Cancelled	125	99	26	114	9	332	283	17
Filled	3217	2840	13	3426	-7	9171	8834	3
Expired	0	4	-100	6	-100	9	15	-40
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	3342	2943	13	3546	-6	9512	9132	4

Holdes Resolved

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
Picked Up	1899	1608	18	2133	-11	5395	5332	1
Cancelled	7	12	-42	3	133	24	9	166
Expired	116	127	-9	151	-24	348	410	-16
Total	2022	1747	15	2287	-12	5767	5751	0

Overdues

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
1st Notice	536	371	44	479	11	1291	1163	11
2nd Notice	3	0	100	2	50	8	13	-39
3rd Notice	1	0	100	0	100	3	1	200
4th Notice	0	0	0	0	0	2	1	100
5th Notice	0	0	0	0	0	1	0	100
Final Notice	0	0	0	0	0	2	0	100
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	116	95	22	111	4	396	283	39
Total	656	466	40	592	10	1703	1461	16

Borrower Delta

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
New (Manual)	105	98	7	78	34	333	213	56

Deleted (Manual)	9	7	28	6	50	26	23	13
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	114	105	8	84	35	359	236	52

Bib Delta

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	185	180	2	219	-16	535	458	16
Deleted (Manual)	351	72	387	317	10	539	765	-30
New (Batch)	133	40	232	46	189	241	118	104
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	669	292	129	582	14	1315	1341	-2

Auth Delta

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	2	-100	0	0	2	1	100
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	2	-100	0	0	2	1	100

Item Delta

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----

New (Manual)	505	485	4	571	-12	1512	1469	2
Deleted (Manual)	300	159	88	770	-62	1177	2827	-59
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	805	644	25	1341	-40	2689	4296	-38

Acquisitions Activities

Description	Mar 2023	Feb 2023	%chg	Mar 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	320	312	2	261	22	843	773	9
Items Rcvd by Ven	329	314	4	263	25	865	782	10
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	649	626	3	524	23	1708	1555	9

**Grand Rapids Area Library**  
**Reference Statistics**  
**March 2023**

	<b>March 2023</b>	<b>YTD 2023</b>
<b>Door Count</b>	<b>2699</b>	<b>7011</b>
<b>Reference Questions</b>	<b>246</b>	<b>684</b>
<b>Computer Help Over 5 Minutes</b>	<b>38</b>	<b>77</b>
<b>Tests Proctored</b>	<b>2</b>	<b>5</b>
<b>Public Computer Use: Sessions</b>	<b>209</b>	<b>549</b>
<b>Public Computer Use: Hours Used</b>	<b>210</b>	<b>510</b>
<b>Special Computer Sessions</b>	<b>143</b>	<b>374</b>
<b>Passports Accepted</b>	<b>112</b>	<b>380</b>

# March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 JN FTO 30992	2 JN FTO 31238	3 JN FTO 31464	4 (9)
5	6 3 31685	7 5 31,984	8 6 32217	9 4 32,466	10 2 32619	11 (20)
12	13 6 32820	14 9 33139	15 5 33447	16 7 33623	17 3 33713	18 (30)
19	20 Q 34012	21 5 34,301	22 1 34596	23 10 34,896	24 5 35,049	25 21
26	27 14 35458	28 6 35,703	29 5 36013	30 2 36252	31 6 36,394	(33)

# March 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 7 NP c	2 5 NP c	3    NP c	4
5	6 2+9 NP c	7 2+11 NP c	8 3+9 NP TP c	9 1+10 NP c	10 8 NP c	11
12	13 3+10 NP c	14 3+10 NP TP c	15 4+12 NP c	16 1+9 NP c	17 7 NP c	18
19	20 5+8 NP c	21 3+9 NP c	22 4+7 NP c	23    NP c	24 7 NP c	25
26	27 4+10 NP c	28 1+9 NP c	29 2+10 NP c	30 3+9 NP c	31 7 NP c	

*Handwritten scribbles*



## Children's Stats

Month March  
20 23

### Online Storytime

Programs: 5

Facebook views: 274

YouTube views: 757

Total views: 1031

### Artastic

Programs: 1

Facebook views: 110

YouTube views: 96

Total views: 206

Kits handed out: 150

### Book Time

Programs: 4

People: 92

### Class visits

Groups/People: 6 / 181

### Children's Programs

Programs: 2

People: 28

### Name of Program:

Lego Club

Afterschool with Ms. Amy

### Reference Questions:

488

### Reference Questions

2022: 400

MARCH 2023

Item 7.

SUN	MON	TUE	WED	THU	FRI	SAT
			23 1	38 2	8 3	69 4
5	18 6	15 7	11 8	42 9	6 10	92 11
12	8 13	13 14	31 15	11 16	6 17	69 18
19	18 20	14 21	44 22	43 23	7 24	124 25
26	35 27	13 28	24 29	44 30	12 31	132

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**GRAND RAPIDS AREA LIBRARY: 2023 Volunteer Report**

Month	Regular Volunteers		RSVP Volunteers		Library Board		Program Committee		Teen Advisory Board		Friends of the Library		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	30	147.50	6	93.50	9	9.00	0	0.00	0	0.00	11	49.50	2	5.50	36	241.00
February	29	115.25	7	80.75	7	7.00	0	0.00	0	0.00	8	39.00	6	14.00	36	196.00
March	28	147.00	6	106.00	9	9.00	0	0.00	0	0.00	11	59.00	1	5.00	34	253.00
April																
May																
June																
July																
August																
September																
October																
November																
December																
<b>Total</b>		<b>409.75</b>		<b>280.25</b>		<b>25.00</b>		<b>0.00</b>		<b>0.00</b>		<b>147.50</b>		<b>24.50</b>	*	<b>690.00</b>